

Position Title : **Two (2) Lawyers**
Place of Assignment : Office of the Legal Service
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

- Education – Bachelor of Laws; and
- Eligibility – R.A. 1080 (Bar)

Job Description

1. Hears administrative cases and takes appropriate actions on matters specially assigned by the various Professional regulatory Boards and by the Professional Regulation Commission;
2. Acts as Special Prosecutor on Administrative Cases instituted *motu proprio* by the Professional Regulations Commission and the various Professional Regulatory Boards;
3. Renders legal opinion for the different PRBs and the Commission;
4. Prepares letters and communications with other governmental entities or private individuals;
5. Renders legal advice to PRC clients;
6. Drafts orders, decisions, resolutions, letters, and opinions of the various Professional Regulatory Boards;
7. Drafts memoranda, pleadings, and other court processes;
8. Drafts formal charges and notices of hearings for the various Professional Regulatory Boards and the Professional Regulation Commission; and
9. Performs other related functions that may be directs by the Immediate Supervisor

Salary

- Equivalent to SG 18 with 20% marked up or Php 52,243.64/ month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **17 February 2022** to:

KRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com

Position Title : **One (1) Legal Assistant**

Place of Assignment : Office of the Legal Service
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

- Education – Bachelor of Laws graduate; and
- Competencies – With knowledge of substantive law and legal procedures, excellent in oral and written communication, legal research, and organization skills.

Job Description

1. Drafts decisions, orders, resolutions, letters, opinions, research, guidelines, and other correspondence for the various Boards and for the Professional Regulation Commission;
2. Drafts formal charges against examinees and/or professionals for the various Professional Regulatory Boards and the Professional Regulation Commission;
3. Assists the Hearing Officer/ Lawyers in all legal works to be assigned by the Board and the Commission;
4. Performs legal research on all legal issues forwarded by the Board and the Commission;
5. Assists and attends meetings of the Professional Regulatory Boards on legal issues and matters concerning the regulation and practice of the profession;
6. Assesses citizenship qualifications of applicants, if necessary, for the licensure examinations and renders legal advice in relation thereto;
7. Renders legal advice to PRC clients; and
8. Performs other related functions

Salary

- Equivalent to SG 14 with 20% marked up or Php 38,785.34/ month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **17 February 2022** to:

KRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com