

**Position Title** : **Two (2) Legal Officers**

**Place of Assignment** : Hearing and Investigation Division  
Legal Service  
PRC-PICC Office  
3/F Breezeway, Philippine International Convention  
Central Vicente Sotto St., Pasay City, Metro Manila

**Qualifications:**

- Education: Bachelor of Laws
- Eligibility: RA 1080
- Experience: Two (2) years relevant work experience in drafting of decisions, orders, resolutions and legal research
- Training: None Required
- Others: Member of the Philippine Bar (R.A. 1080)  
Superior writing ability and strong background in hearing and investigation, drafting of pleadings, legal opinion and legal research.

**Job Description**

- Drafts decisions, orders, resolutions, letters, opinions and other correspondences of the various Professional Regulatory Boards.
- Perform other related functions as may be assigned by the Supervisor.

**Salary**                      Equivalent to SG 22 plus 20% Top-up or P85,813.20/month

**Mode of Employment      Job Order**

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

- 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](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **12 October 2023** to:

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO)  
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