

## **Eight (8) LEGAL OFFICERS**

Professional Regulation Commission

Job Description:

1. Conducts investigations and hearings on administrative cases;
2. Assists in advising the Commission and the 44 Professional Regulatory Boards on legal, policy and administrative issues;
3. Drafts decisions, resolutions, orders, agreements, legal opinions/comments/pleadings and other correspondences.

Place of Assignment: Legal Service, PRC - Philippine International Convention Center

Salary: Equivalent to Salary Grade 24

Duration: One (1) year contract of service

Qualifications: Member of the Philippine Bar; Above average academic credentials; Outstanding research and legal writing proficiency; and, preferably with experience in investigation and hearing.

Interested and qualified applicants including newly admitted members of the Philippine Bar must submit their Letter of Intent together with the following documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance

After initial evaluation, applicants will thereafter be advised to submit the following documents:

1. Photocopy of Admission to the Bar
2. TIN
3. PHILGEPS No.

Qualified applicants are advised to hand in or send through courier/email their application to:

**KHRISTINE S. LABAO**  
Administrative Officer V (HRMO III)  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila  
prc.rspsr@gmailcom