

**Position Title** : **Legal Assistant**

**Place of Assignment** : Accreditation and Compliance Division  
Professional Regulation Commission  
P. Paredes St. Sampaloc, Manila

**Qualifications:**

- Graduate of Bachelor of Laws or Juris Doctor
- Excellent in oral and written communication

**Job Description**

1. Prepare drafts, coordinate with the PRBs and concerned offices and conduct consultations for the following:

- Amended Guidelines on the Issuance of Certificate of Authority to Operate Chemical Laboratories
- Guidelines on the Accreditation/ Registration of Psychological Testing Centers
- Review of the Guidelines on the Accreditation of CPAs in Public Practice and as Accounting Teachers
- Review of the Guidelines on the Accreditation of Dental Specialty Societies
- Review of the Guidelines on the Accreditation of Providers and Training Programs for Detailmen/Medical Representatives/ Professional Sales Representatives
- Review of the Guidelines on the Accreditation of Providers and Training Programs for Real Estate Salespersons
- Review of the Guidelines on the Issuance of Certificate of Registration to Firms Engaged in:
  - Architecture
  - Civil Engineering
  - Landscape Architecture
  - Environmental Planning

2. Perform such other related tasks.

**Salary**

- Equivalent to SG 14 with 20% top-up or P36,958.00/month

**Mode of Employment**

- Job Order

**Duration**

- Six (6) months

**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](http://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 May 2021** to:

**KHRISTINE S. LABAO**

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