

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

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, Revised2017) 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 **16 August 2021** to:

KHRISTINE S. LABAO

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

Position Title : **Programmer**

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

Qualifications:

- Bachelor's Degree in the field of Computer Science, Information Technology or its equivalent
- Proficient in the following programming languages (for interoperability and fast integration of systems to be developed with other PRC application systems): PHP and any of its framework (CodeIgniter), Visual Studio (C#), JavaScript, MSSQL, MySQL, Python and Bootstrap)

Job Description

1. Review and test run the initially developed online application system for the Accreditation of CPAs in Public Accountancy Practice (Individual/Partnership/Firms) and Accounting Teachers
2. Develop the User's Guide/Manual
3. Conduct consultation with and orientation to the PRBs, ICTS, and Regional Offices
4. Conduct regular maintenance check for bugs and errors
5. Develop, test and run online/electronic systems for the following traditional (face-to -face) applications:
 - Issuance of Certificate of Compliance to Mechanical Engineering Plants/Establishments
 - Issuance of Certificate of Compliance to Electrical Engineering Firms/ Establishments

Salary

- Equivalent to SG 11 or P23,877.00/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, Revised2017) 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 **16 August 2021** to:

KHRISTINE S. LABAO

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