

Position Title : **Lawyer**

Place of Assignment : Hearing and Investigation Division
PRC-PICC Office
Delegation Bldg., Philippines International Convention
Center (PICC), Vicente Sotto St., Pasay, Metro Manila

Qualifications:

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

Job Description

- Hears administrative cases and takes appropriate actions on matters specially
 - a. assigned by the various Professional Regulatory Boards and by the Professional Regulation Commission.
- Acts as Special Prosecutor on Administrative Cases instituted *motu proprio* by the Professional Regulation Commission and the various Professional Regulatory Boards.
- Renders legal opinion for the different PRBs and the Commission.
- Prepares letters and communications with other governmental entities or private individual.
- Renders legal advice to PRC clients.
- Drafts orders, decisions, resolutions, letters, opinions, research and position papers, and other correspondence requiring the application of legal knowledge, of the Professional Regulation Commission.
- Drafts orders, decisions, resolutions, letters, and opinions of the various Professional Regulatory Boards.
- Drafts memoranda, pleadings, and other court processes of the PRC Hearing and Investigation Division.
- Drafts formal charges and notices of hearings for the various Professional Regulatory Boards and the Professional Regulation Commission.
- Perform other related functions that may be directed by the Immediate Supervisor.

Salary

- Equivalent to SG 18 with 20% top-up

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 **16 August 2021** to:

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