



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) Legal Assistant I – SG 11

(Under Job Order Status; To be assigned at the Legal Affairs Office)

Education: Graduate of Legal Management or Bachelor of Laws, Undergraduate if with good scholastic standing

Experience: One (1) year as legal researcher/assistant preferred

Expertise: Legal research; Legal writing

Grade 11 – (152.15/hour)

Duties and Responsibilities:

- Updates the Office of the pertinent laws, rules and regulations including issuances by DBM, CSC, COA and other monitoring and regulatory agencies of government.
- Assist in checking, verifying and making initial review of pertinent documents (such as MOA & MOU) that requires appropriate action of the Director for Legal Affairs for its validity, completeness and conformance with applicable rules, regulations, policies and procedures;
- Assists in the undertaking of in-depth research into any aspect of the law to provide necessary information in the preparation of draft on answering legal queries of concerned offices;
- Coordinates and follow up necessary document/data with other offices concerned;
- Establishes and maintains a variety of records, logs and filing system pertaining to area(s) of responsibility;
- Receives and accepts documents such as Memorandum of Agreement, Memorandum of Understanding and Contract of Services for review of the Immediate Supervisor;
- Assists in researching and downloading pertinent materials for case study/legal opinion;
- Receives and responds telephone calls;
- Undertake other duties as required by the Immediate Supervisor.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at batstateurecruitment@gmail.com. Submission of application is on **August 10, 2020 to August 20, 2020**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.