



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 - SG 10

(Under Job Order Status; To be assigned at the Office of the University and Board Secretary, BatStateU - Central)

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

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

Expertise: Legal research. Legal writing.

Salary Grade 10 – (137.86/hour)

Duties and Responsibilities:

- Provide assistance in preparing University documents and files;
- Update the office of the pertinent laws rules and regulations including issuance of CHED, DBM, DOST, NEDA, COA, and other government agencies;
- Assist in the recommendation of appropriate action on documents and other concerns based on existing policies, rules and regulations of CHED, DBM, DOST, NEDA, COA and other government agencies;
- Prepare draft reports, communications, memoranda and other related documents;
- Coordinate and follow up necessary documents / data with other offices concerned; and
- Perform such other duties and functions as may be assigned 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 **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Legal Assistant**. Submission of application is only from **February 04, 2021 to February 13, 2021**.

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.