



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 10

(Under Job Order Status; To be assigned at the Bids and Awards Committee Office, BatStateU - Central)

Education: Graduate of Legal Management or any Law related degree

Experience: One year experience

Expertise: Legal Research Contract; Review and Written Communication / Correspondence

Salary Grade 10 – (144.58/hour)

Duties and Responsibilities:

- Assist the Bids and Awards Committee (BAC) in the review of procurement contracts;
- Draft/prepare resolutions correspondence and other legal documents as may be required/order by the BAC and by other agencies;
- Conduct analysis of cases as may be encountered by the BAC;
- Keep and organize legal files of the BAC; monitor calendars; meet deadlines; document actions; input information into file database and confirming status with the BAC Chairman and/or the Secretary;
- Research laws, rules, regulations, orders and jurisprudence related to government procurement to assist with the preparation of reports, case files, and necessary legal actions; and
- Provide general administrative assistance and perform other duties as may be required by the BAC Chairman and/or the Secretary.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Ms. Louwelyn L. Andal, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Legal Assistant I at BAC**. Submission of application is only from **August 02, 2021 – August 11, 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.