



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 II - SG 12

(Under Job Order Status; To be assigned at Legal Affairs Office, BatStateU - Central)

Education: Graduate of Legal Management / 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 12 – (177.63/hour)

Duties and Responsibilities:

- Prepare an initial review of pertinent documents (such as MOA and MOU) that requires appropriate action of the Director of Legal Affairs for its validity, completeness and conformance with the applicable rules, regulations, policies and procedures.
- Collect, examine, and organize data, information and other legal documents for review and case preparation.
- Draft and proofread correspondence and legal documents such as pleading and contracts
- Research regulations, laws, and legal articles to assist with the preparation of reports case files, and legal advice.
- Manage, organize, and maintain documents in paper or electronic filing systems.
- Provide general administrative assistance, such as maintaining the Director for Legal Affairs' calendar, making travel arrangements, scheduling meetings, interviews and other activities.
- Perform other tasks as assigned by the Director for Legal Affairs.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. 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 II**. Submission of application is only from **August 03, 2021 to August 12, 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.