



# NOTICE OF VACANCY



Office/Campus	<b>Office of the University President</b>
Unit	<b>Legal Affairs Unit</b>

POSITION PROFILE	
Position: <b>Legal Assistant II</b>	Salary Grade: <b>12</b> Monthly Salary: <b>Php 30,705.00</b>
Item No.: <b>DHVCATB-LEA2-50-2022</b>	Employment Status: <b>Permanent</b>

QUALIFICATIONS	
Education:	<b>BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses</b>
Experience:	<b>None required</b>
Training:	<b>4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure</b>
Eligibility:	<b>Career Service (Professional) / Second Level Eligibility</b>

DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> <li>1. Provide general administrative service and basic legal assistance to the unit.</li> <li>2. Support case preparation by preparing case summaries and materials.</li> <li>3. Assist lawyers during representations in courts and/or other tribunals.</li> <li>4. Research on laws, issuances, jurisprudence, rules, and regulations.</li> <li>5. Prepare responses to queries and act on routine and simple legal issues.</li> <li>6. Assist in the drafting of basic legal documents and instruments such as contracts, deeds, memoranda, correspondences, affidavits, and other legal instruments with high confidentiality.</li> <li>7. Communicate and coordinate correspondences with various officials and offices.</li> <li>8. Maintain and update legal case matrix and legal opinions records.</li> <li>9. Assist in performing notarial acts.</li> <li>10. Perform other related functions.</li> </ol>	

REQUIREMENTS
<p>Interested and qualified applicants are required to submit the following at the Human Resource Management Unit, DHVSU Bacolor, Pampanga or thru our official email address at <a href="mailto:HR@dhvsu.edu.ph">HR@dhvsu.edu.ph</a>:</p> <ol style="list-style-type: none"> <li>1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>;</li> <li>2. Performance rating in the last rating period;</li> <li>3. Photocopy of certificate of eligibility/rating/license;</li> <li>4. Photocopy of certificate of trainings/seminars;</li> <li>5. Photocopy of outstanding accomplishments;</li> <li>6. Photocopy of Transcript of Records;</li> <li>7. Photocopy of Diploma;</li> <li>8. Work Experience Sheet (for positions requiring relevant experience); and</li> <li>9. Letter of Intent addressed to the University President.</li> </ol> <p>Deadline of submission: <b>January 24, 2025 (5:00 PM)</b></p>

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

