



NOTICE OF VACANCY



Office/Campus	Office of the University President
Unit	Legal Affairs Unit

POSITION PROFILE	
Position: Legal Assistant II	Salary Grade: 12 Monthly Salary: Php 32,245.00
Item No.: DHVCATB-LEA2-51-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses
Experience:	None required
Training:	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
Eligibility:	Career Service (Professional) / Second Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none">1. Provide general administrative service and basic legal assistance to the unit.2. Support case preparation by preparing case summaries and materials.3. Assist lawyers during representations in courts and/or other tribunals.4. Research on laws, issuances, jurisprudence, rules, and regulations.5. Prepare responses to queries and act on routine and simple legal issues.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.7. Communicate and coordinate correspondences with various officials and offices.8. Maintain and update legal case matrix and legal opinions records.9. Assist in performing notarial acts.10. Perform other related functions.	
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 recruitment@dhvsu.edu.ph:</p> <ol style="list-style-type: none">1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;2. Performance rating in the last rating period;3. Photocopy of certificate of eligibility/rating/license;4. Photocopy of certificate of trainings/seminars;5. Photocopy of outstanding accomplishments;6. Photocopy of Transcript of Records;7. Photocopy of Diploma;8. Work Experience Sheet (for positions requiring relevant experience); and9. Letter of Intent addressed to the University President. <p>Deadline of submission: JUNE 14, 2025 (5:00 PM)</p>	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

