

(As of January 30, 2023)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

(1) EBJO - Legal Researcher

for **Internal Legal Affairs Office** with the following **QUALIFICATIONS**:

- **Education:** Student of Juris Doctor / Bachelor of Laws
- **Training:** None required
- **Experience:** Experience gained from a law office or legal department of a private / government agency is an advantage
- **Eligibility:** None required
- **Skills:** Computer literate and organized. Good command of English

DUTIES and RESPONSIBILITIES:

- Carry out legal research aimed at finding out preceding cases relevant to a case, relevant statutes, court decisions, legal articles and other writings in resolving issues forwarded to the Internal Legal Affairs Office;
- Draft legal documents such as MOA, MOU, Affidavits and other legal documents as may be required by the University, subject to the approval of the Director of the Internal Legal Affairs Office for final form;
- Review and comment on the MOAs, MOUs, contracts and other legal documents forwarded to the Office of the Legal Services, such as comments and recommendations subject to the approval of the Director of the Internal Legal Affairs Office;
- Act as Secretary of UBAC or CODI as the case may be and help the Committee during the pre-trial conference, formal hearing and deliberation by handling exhibits, taking notes, or reviewing transcripts of the case;
- Investigate the facts of the case filed before the Internal Legal Affairs Office;
- Gather and arrange evidence and other legal documents for the Director of Internal Legal Affairs Office;
- Write reports to help the Director of Internal Legal Affairs Office review and case preparations;
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel;
- Call parties concerned to schedule meetings, interviews and depositions;
- Do other related office and technical works as may be assigned by the Director.

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

1. Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
2. Resume with one (1) **Recent passport-sized picture**;
3. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at www.csc.gov.ph (if contracted by government agency);
4. Performance rating in the last rating period (for private companies/ institution) / IPCR for government;
5. Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar / Certificates attended for the last five (5) years
 - Certificate of Board of Ratings / Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer.

NOTE:

The University highly encourages all interested **QUALIFIED** applicants including persons with disability (PWD), members of indigenous committees and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.

The applicants will not be discriminated on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Qualified applicants are advised to send their application to chrmo.recruitment@bulsu.edu.ph.

Deadline of application is until February 8, 2023.

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

In line with the IATF guidelines, the CHRMO is strictly taking precautionary measures and will be doing the hiring process online.

Please be guided accordingly.

Thank you.

ISABELITA C. BENEDICTOS

Director, Administrative Management Services and
Assistant Director, CHRMO