

(As of March 03, 2023)



# Bulacan State University

## Central Human Resource Management Office

Invite applicants for:

### (1) LEGAL RESEARCHER -EBO

For the **EXTERNAL LEGAL AFFAIRS OFFICE** with the following **QUALIFICATIONS**:

- **Education:** Graduate of any Bachelor's Degree and currently enrolled in Law School
- **Experience:** None required
- **Training:** None required
- **Eligibility:** None required
- **Skills:** Research and Computer / Technical literacy. Good command in English Language

#### 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](http://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](mailto:chrmo.recruitment@bulsu.edu.ph).  
**Deadline of application is until March 12, 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.

  
**ISABELITA C. BENEDICTOS**  
Director, Administrative Management Services and  
Assistant Director, CHRMO