

Republic of the Philippines
BICOL UNIVERSITY
 Legazpi City

ANNOUNCEMENT OF VACANCY (Republication)

Position & Item Nos.	Office	Salary Grade	Job Descriptions	Qualification Standards				
				Education	Work Experience	Training	Eligibility	Others
Legal Assistant I BUB-LEA1-2-2004	BUGASS	10	1. Supervise the Legal Office staff 2. Study legal matters referred to the Legal Officer for action and make recommendations to the Legal Officer 3. Coordinate with the OSG, with external agencies public and private, with regard to the travel and accommodation of OSG Solicitors 4. Oversee administrative support to the OSG Solicitors in the conduct of hearings including the University, it's personnel and accredited organization 5. Prepare office memoranda, office records and administrative orders including communications to external agencies, public and private 6. Other assignments that may be given from time to time.	BS Legal Management , AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional 2nd Level Eligibility	

Brief description of the General Functions of the Position

Required Competencies:

Core Competencies

Exemplifying /Demonstrating Integrity – Basic
 Delivering Service Excellence and Clientele Satisfaction and Adherence to Quality Standards – Basic

Organizational Competencies

Planning and Delivering – Basic
 Demonstrating Personal Effectiveness – Basic

Functional Competencies

Problem Solving – Basic
 Policy Interpretation and Implementation – Basic
 Communication – Basic
 Interpersonal Skills – Intermediate
 Attention to Detail – Intermediate

Leadership Competencies

Thinking Strategically and Creatively – Basic
 Building Collaborative, Inclusive Working Relationships – Basic
 Creating and Nurturing a High Performing Organization - Basic

ARNULFO M. MASCARIÑAS
 SUC President IV

Interested and qualified applicants should signify interest in writing attached with the following supporting documents and a self-addressed stamped envelope to the address below.

DR. ARNULFO M. MASCARIÑAS
 SUC President IV
 2/F General Administration and Support Services Bldg.,
 Main Campus, Bicol University, Legazpi City

Documents:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture; (CS Form 212 revised 2017) which can be downloaded at the www.csc.gov.ph	3. Photocopy of Diploma and Transcript of Records;
2. Photocopy of Certificate of Eligibility/License;	4. Photocopy of training certificates; and
	5. Photocopy of certificate of Employment from previous employment.

APPLICATION WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristics protected by law."

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Deadline of Submission of Applications: SEP 23 2022