

ANNOUNCEMENT

(April 20, 2020)

DILG Regional Office No. 02 is in immediate need of a personnel under **Contract of Service basis** to be assigned at the **Regional Office**, with the following qualifications and responsibilities:

- **One (1) LEGAL ASSISTANT- Php 19,233.00 per month for a maximum of 22 working days**
Station: Office of the Regional Director- Legal Services Unit

- ✓ Male or Female;
- ✓ Graduate of AB Legal Management, Legal Studies or any related field;
- ✓ At least one (1) year related experience;
- ✓ Proficient in oral and written communication;
- ✓ Knowledgeable in MS Office applications;
- ✓ With good moral character and work attitude.

I. Responsibilities/Task:

- a. Performs routinary filing and retrieval of legal documents, assists in drafting legal opinions, correspondences and memoranda;
- b. Conducts legal research of simple and complicated nature, and prepare legal drafts and correspondences;
- c. Assists in the administrative functions relative on the legal concerns in the implementation of Locally- Funded Programs (LFP);
- d. Attends meetings, trainings and other related activities relative on the legal concerns of Locally- Funded Programs (LFP);
- e. Performs other function that may be required, but not limited to the following:
 - Assists in filing and recording the incoming and outgoing communications;
 - Keeps daily schedule of activities;
 - Conducts legal, statistical, literacy and miscellaneous researches; and
 - Interviews and screens callers and visitors.

II. Expected Outputs/Deliverables

- Accomplishment Reports;
- Post Activity Reports; and
- Other reports as may be required in relation to the works performed for immediate submission to the supervising official.

III. Duration of Work

The duration of the contract shall be from May 2020 to June 30, 2020 with possibility of renewal subject to the availability of funds and performance.

Interested applicants may submit the following thru email to r2dilu@yahoo.com not later than May 1, 2020:

1. Application Letter indicating the position;
2. Duly accomplished and updated Personal Data Sheet (using CSC Form 212 Revised 2017);
3. Certificate of Employment from previous employer (if applicable); and
4. Duly authenticated photocopy of Transcript of Records and Diploma.

Applications submitted beyond the said deadline and with incomplete and unsigned documents will not be entertained.


LORNA M. DURWIN
Chief Administrative Officer 

Noted:


JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director