



## Law Reform Specialist III

### SG 20-1 Law Complex

ITEM NO. LWRS3-7-1998

20 July 2021

DEADLINE OF SUBMISSIONS

#### MINIMUM QUALIFICATIONS

##### EDUCATION

LL.M. degree and member of the Integrated Bar of the Philippines;

OR

LL.B. degree and member of the Integrated Bar of the Philippines

##### EXPERIENCE

with two (2) years of experience in legal research or practice of law or one (1) year of full-time teaching in a law school;

with three (3) years of experience in legal research or practice of law or two (2) years of full-time teaching in a law school

##### TRAINING

No training required

##### ELIGIBILITY

RA 1080 (Bar)

#### DUTIES AND RESPONSIBILITIES

- Conceptualize, plan and write research designs and project proposals
- Prepare and edit reports, minutes of meetings, seminars and conferences
- Study and comment on bills referred to the institution by other government agencies
- Acts as moderator and/or presiding officer in seminars and RTD's
- Assist in the preparation of seminars and other institute activities
- Participate in working groups implementing project proposals
- Perform other duties which may be assigned by the Director

#### APPLICATION INSTRUCTIONS

Interested applicants must submit on or before the set deadline the following documents to [hrdorecruitment.upd@up.edu.ph](mailto:hrdorecruitment.upd@up.edu.ph).

- Fully accomplished [RSS Form](#) (in spreadsheet file format only)
- Letter of application (indicate the position title, item number, college/unit, and certifying that all attached documents are true and correct)
- Fully accomplished [Personal Data Sheet](#) (PDS) (CS Form No. 212 Revised 2017) with signature and recent photo taken within the last six (6) months. **To help you accomplish the PDS, please read and understand the [GUIDE TO FILLING OUT THE PERSONAL DATA SHEET](#). Any misrepresentation made in the PDS and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned**
- Fully accomplished [Work Experience Sheet](#) with signature
- Performance Rating (a. For applicants employed in the government service, last and previous ratings are required for appointment by promotion or transfer; b. For applicants working in private companies and/or classified as Job Orders/Contract of Service submission of two (2) rating periods is encouraged)
- Photocopy of Certificate of Eligibility/board rating/valid license
- Photocopy of School Credentials (a. TOR & Diploma for positions requiring Graduate Studies, Bachelor's degree or 2-year studies in College/Vocational/Trade Course; b. High School/Elementary School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education)
- Photocopy of relevant Training/Seminar Certificates; and
- Photocopy of previous and current Employment Certificates with duties & responsibilities, if applicable

#### Please take note of the following:

- Applicants must submit a separate set of application if applying for more than one job vacancy.
- All documents submitted shall be considered as property of UPD-HRRD Office and has the prerogative to make any actions that are deemed appropriate.
- Application with **incomplete documents shall not be considered** in the list of qualified applicants.
- **Late submission shall not be accepted and entertained.**
- Only documents received on or before the deadline shall be **used as basis for evaluation**.
- **In view of the pandemic, all applicants are required to merge all their application documents (except RSS Form) in a single file and send it in PDF format.**

For complete details on how the application process is performed, please visit the [Job Application Process](#) page.

**AUGUSTUS C. RESURRECCION, Ph.D.**

Director, HRDO

05 July 2021

