



BULLETIN OF VACANT POSITIONS NO. 202202-9-1

## Law Education Specialist III

### SG 20-1 Law Complex

ITEM NO. UPSB-LES3-4-1998

**21 February 2022**  
DEADLINE OF SUBMISSIONS

#### MINIMUM QUALIFICATIONS

##### EDUCATION

LI.M. degree and member of the  
Integrated Bar of the Philippines  
OR

LI.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

(to follow)



APPLICATION INSTRUCTIONS

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

- e1. Fully accomplished **RSS Form** (in spreadsheet file format only)
- e2. **Application Documents** merged into a single PDF file (tools for merging documents are available in the internet, please feel free to search and use merging tool suitable for you).

**Application Documents:**

- 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**.

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

**As an advocate of the Equal Employment Opportunity Principle (EEOP), the UP Diliman Human Resource Development Office encourages and welcomes all applicants regardless of age, school, gender, civil status, disability, religion, ethnicity (indigenous people), social status, income, class, filiation, political affiliation or other similar factors/personal circumstances particularly in the Recruitment, Selection and Placement (RSP).**

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

Director, HRDO

04 February 2022

## **LIST OF DUTIES AND RESPONSIBILITIES**

- Head and coordinate all communications matters for online and social media platforms; 35%
- Coordinate with other agencies, both government and non-government on research projects and funding, etc.; 20%
- Conceptualize and identify researchable areas/topics, prepare and plan research or project proposals; 15%
- Plan, organize and coordinate webinars, dialogues, or symposia on special fields of law; (15%)
- Prepare and deliver special lecture or act as resource person or panelist as representative of the Law Center upon invitation by government agencies and private organizations; (10%)
- Prepare and oversee reports of IPD. (5%)