



BULLETIN OF VACANT POSITIONS NO. 202202-10-1

Law Reform Associate II

SG 14-1 Law Complex

ITEM NO. UPSB-LWRA2-2-1998

21 February 2022
DEADLINE OF SUBMISSIONS

MINIMUM QUALIFICATIONS

EDUCATION

AB or BS degree plus completion of third year law

EXPERIENCE

with no experience required

TRAINING

No training required

ELIGIBILITY

None required

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.

- 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).

AUGUSTUS C. RESURRECCION, Ph.D.

Director, HRDO

04 February 2022

Duties and Responsibilities of LWRA2-2-1998

1. Gather, reproduce, classify or annotate cases, laws, statutes, or other legal data from law books, periodicals, and other related materials in connection with the preparation of opinion and comments and other research functions of the Law Reform Specialist and of the Director of the Institute, upon request of Congress and other government agencies; (30%)
2. Prepare, draft project, research proposals, and other communications in connection with the research projects or programs assigned by the Director; (30%)
3. Coordinate or act as project secretary in any ongoing programs of the Institute; (20%)
4. Monitor, draft, and prepare quarterly reports on the status of certain bills filed by the different Senate Committees and House Committees of the Congress; and (10%)
5. Prepare compilation of case clippings, administrative rules, and regulations, relevant news items, etc. from leading newspapers. (10%)