

Place of Assignment :	DPWH Regional Office III / Right-Of-Way Acquisition and Legal Division, City of San Fernando, Pampanga
Position Title :	LEGAL ASSISTANT III
Plantilla Item No. :	OSEC-DPWHB-LEA3-150006-2018
Salary/Job/Pay Grade :	14
Monthly Salary :	Php 33,843.00
Eligibility :	Career Service (Professional)/ Second Level Eligibility
Education :	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Training :	Eight (8) hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
Work Experience :	One (1) year of legal work such as preparation of pleadings, legal opinions and memoranda or legal research

Competency :**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 3, 2023.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

YOZELLE V. ROQUE

Administrative Officer V

DPWH Regional Office III, Sindalan, CSFP
dpwh_r03@dpwh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : January 24, 2023

Closing Date : February 03, 2023