

PUBLICATION OF VACANY FOR CONTRACT OF SERVICE

POSITION TITLE	Legal Assistant	DUTIES & RESPONSIBILITIES
PLACE OF ASSIGNMENT	Legal Office	<ul style="list-style-type: none"> • Conducts legal research; • Acts as process server; • Conducts proofreading of communications/issuance from the Legal Division; • Files and records incoming and outgoing communication, and acts as liaison officer for the Legal Division and other offices; • Facilitates review, printing and distribution of documents coming from the Legal Division to other offices; • Manages office schedule and updates the calendar, and informs the Legal Officer of meeting schedules, office activities, deadlines, etc.; • Administers document retrieval from other offices, as requested by the immediate supervisor; • Organizes files of internal and external cases, administrative documents, etc.; • Assists in monitoring case developments; • Performs secretariat duties for committees, as supported by an office special order; • Prepares minutes of meeting and other documentation for meetings/hearings facilitated by the Legal Officer; • Drafts communications such as letters, emails, and notice of meetings as requested by the Legal Officer; • Provides administrative support and facilitates preparation of forms for administrative compliance such as accomplishment reports, leave forms, procurement forms, inventories, etc.; • Performs other tasks as assigned by the Legal Officer
SALARY GRADE	8 (₱ 18,433.80)	
EDUCATION	Completion of 2 years in college	
EXPERIENCE	1 YEAR EXPERIENCE	
TRAINING	4 HOURS TRAINING	
ELIGIBILITY	Professional or Sub-Professional CSC Eligibility (Preferably but not required)	

1. Letter of Intent / Application Letter
 2. 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;
 3. Photocopy of certificate of eligibility/rating/license **(Preferably but not required)**
 4. Photocopy of Diploma and Transcript of Records. (if any)
- Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to nmisrecruitment@gmail.com not later than **August 5, 2024**.