

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #204

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS			DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	ELIGIBILITY	
(1) LAW EDUCATION SPECIALIST III (SG-20)	LAW COMPLEX	Permanent LES3-4-1998	1) Ll.M. degree and member of the Integrated Bar of the Philippines; or 2) Ll.B. degree and member of the Integrated Bar of the Philippines	1) Two (2) years of experience in legal research or practice of law or one (1) year of full-time teaching in a law school; or 2) Three (3) years of experience in legal research or practice of law or two (2) years of full-time teaching in a law school	RA 1080 (Bar)	31 July 2017
(1) LAW REFORM SPECIALIST IV (SG-22)	LAW COMPLEX	Permanent LWRS4-4-1998	1) Doctor's degree in law and member of the Integrated Bar of the Philippines; or 2) LL.M. degree and member of the Integrated Bar of the Philippines; or 3) LL.B. degree and member of the Integrated Bar of the Philippines	1) None required; or 2) Three (3) years of experience in legal research or practice of law or two (2) years of full-time teaching in a law school; or 3) Five (5) years of experience in legal research or practice of law or four (4) years of full-time teaching in a law school	RA 1080 (Bar)	31 July 2017

Interested applicants must:

- a) Download and fill-out the Recruitment Forms 1 & 2 of UP Human Resources Development Office (HRDO) at (http://hrdo.upd.edu.ph/RSS_form1.xlsx, http://hrdo.upd.edu.ph/RSS_form2.xlsx) and send it to our email address at updhredrecruitment@gmail.com. (need not to be printed)
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
 - 1) **Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct)**
 - 2) **Comprehensive Résumé with (1) 2x2 recent picture**
 - 3) **Supporting documents: (only photocopies of the following documents should be submitted but original copies must be presented for counterchecking)**
 - i) Transcript of Records, ii) Certificate/s of Employment signed by previous employer,
 - iii) Seminar/Training Certificates (taken within the last five (5) years), iv) Certificate of awards/citations (optional but encouraged to be submitted),
 - v) Certificate of Eligibility, vi) Latest one (1) year Performance Rating/s

SHIERLYN T. SISON
Administrative Officer V, HRDO
21 July 2017