

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #248

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS			DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	ELIGIBILITY	
(1) LAW REFORM SPECIALIST V (SG-24)	LAW COMPLEX	UP Contractual	1) Doctor's degree in law and member of the Integrated Bar of the Philippines; or	1) Two (2) years of experience in legal research or practice of law or teaching in a law school; or	RA 1080 (Bar)	4 September 2017
			2) LL.M. degree and member of the Integrated Bar of the Philippines; or	2) Five (5) years of experience in legal research or practice of law or four (4) years of full-time teaching in a law school		
			3) LL.B. degree and member of the Integrated Bar of the Philippines	3) Seven (7) years of experience in legal research or practice of law or six (6) years of full-time teaching in a law school		

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 updhdrorecruitment@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
25 August 2017