

**CSC Job Portal**DEPARTMENT OF EDUCATION | Region X

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<b>Place of Assignment :</b>	REGIONAL OFFICE NO X
<b>Position Title :</b>	LEGAL ASSISTANT II
<b>Plantilla Item No. :</b>	OSEC-DECSB-LEA2-660051-2014
<b>Salary/Job/Pay Grade :</b>	12
<b>Monthly Salary :</b>	Php 27,608.00
<b>Eligibility :</b>	CAREER SERVICE (PROFESSIONAL)SECOND LEVEL ELIGIBILITY
<b>Education :</b>	BS LEGAL MANAGEMENT, AB PARALEGAL STUDIES, LAW, POLITICAL SCIENCE OR OTHER ALLIED COURSES
<b>Training :</b>	4 HOURS OF TRAINING RELEVANT TO LEGAL WORK, SUCH AS LEGAL ETHICS, LEGAL RESEARCH AND WRITING OR LEGAL PROCEDURE
<b>Work Experience :</b>	NONE REQUIRED
<b>Competency :</b>	N/A

**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 January 13 , 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](http://www.csc.gov.ph);
2. Performance rating in the last 3 rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license, trainings/seminars attended and awards received, innovation and research
4. Photocopy of Transcript of Records.
5. Service Record (if applicable)

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

DR. ARTURO B. BAYOCOT, CESO III

**REGIONAL DIRECTOR**

UPPER BALULANG, CAGAYAN DE ORO CITY  
depedpersonnel10@gmail.com

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** December 23, 2022

**Closing Date :** January 13, 2023