

<b>Place of Assignment :</b>	Provincial Legal Office (PLO)
<b>Position Title :</b>	Legal Assistant I
<b>Plantilla Item No. :</b>	1-01-011-1059
<b>Salary/Job/Pay Grade :</b>	10
<b>Monthly Salary :</b>	Php 22,017.00
<b>Eligibility :</b>	Career Service (Professional) /Second Level Eligibility
<b>Education :</b>	Bachelor's degree
<b>Training :</b>	None required
<b>Work Experience :</b>	None required
<b>Competency :</b>	Core Competencies: ? SOLVING PROBLEMS AND MAKING DECISIONS The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results. ? DELIVERING SERVICE EXCELLENCE The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction . ? EXEMPLIFYING INTEGRITY The ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office.

**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 September 13, 2024.

**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 rating period (if applicable);
3. Photocopy /Authenticated Copy of certificate of eligibility/rating/license; and
4. Authenticated Copy of Transcript of Records.

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

MAGDALENA B. TOLEDANA

**PHRM Officer**

Provincial Capitol Bldg., Brgy. III, Daet, Camarines Norte  
phrmo.pgocamnorte@gmail.com

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

**Posting Date :** August 29, 2024

**Closing Date :** September 13, 2024