



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo



Job Description

POSITION: **LEGAL RESEARCHER (CONTRACT OF SERVICE)**

Qualifications:

- Bachelor of Laws degree or Juris Doctor degree
- One to two years of experience in the related field.
- Excellent verbal and written communication skills and professional demeanor


Duties and Responsibilities:

- Conduct research on legal issues in relation to policy-making.
- Undertake an intensive review of legal documents.
- Contribute to the review and formulation of recommendations regarding legal matters.
- Assist in the drafting of contracts, agreements, and opinions, and prepares memoranda, letters, and other correspondence.
- Assist the Undersecretary during meetings in the in-house meetings, senate and congress.
- Liaise with other divisions and external agencies regarding the work of the Division.
- Perform other duties that may be assigned.

Post is a Contract of Service and renewable annually.

Note: 1. Interested applicants may email their curriculum vitae to:
chiefMEL.usecpro@dar.gov.ph

2. Qualified applicants shall be contacted directly.


ATTY. LUIS MEINRADO C. PAÑGULAYAN, MNSA, CESO I
Undersecretary for Policy, Planning, and Research