

WE ARE HIRING— LEGAL RESEARCH AND INVESTIGATION SPECIALIST (LRIS)

DEADLINE : 06 AUGUST 2025

HRD-NOV-2025-150

Job Grade 11, PhP 46,725.00
Plantilla Position

Qualification Standards

EDUCATION: *Bachelor's Degree in Laws and Letters*

EXPERIENCE: *Preferably with 1 year relevant experience*

TRAINING: *24 hours of relevant training*

Qualified applicants are requested to
PERSONALLY SUBMIT the following to the
HRD on or before: 06 AUGUST 2025:

1. Application letter: Addressed to the: President and CEO Manjit T. Singh Reandi
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. Notarized Personal Data Sheet (PDS) with three (3) character reference with email addresses and contact numbers. PRINTED BACK-TO-BACK and DO NOT LEAVE BLANK SPACES. Write N/A if not applicable
6. Transcript of Records)
7. Copies of Training Certificates (2024 – 2020)

**LATE AND INCOMPLETE APPLICATIONS
SHALL NOT BE ENTERTAINED**

Job Description

Assists the Assistant Legal Manager and Legal Manager in the delivery of the various legal services to ensure compliance with all relevant laws, rules and regulations.

General Duties and Responsibilities

1. Responsible for the routine and non-routine activities of the LD which may involve:
 - a. Conducting legal research and maintaining appropriate records and systems to be accessible to other employees;
 - b. Maintaining legal documents and ensuring that they are updated accordingly;
 - c. Conducting investigations on behalf of JHMC;
 - d. Attending hearings where non-lawyers are required;
 - e. Drafting correspondences, documents, notices, and orders;
 - f. Preparing reports and other legal documents;
 - g. Assisting in case management and monitoring;
 - h. Liaising with OGCC, OSG, BCDA.
2. Keeps up to date with changes in the law and other developments and recommends advice on any action required to be taken as may be necessary.
3. Assists in the development of policy and procedures and participates in the Legal Department and JHMC working groups in connection thereto.
4. Deals with legal inquiries in the absence of the LM or ALM.
5. Attends to the department's day to day administrative work.
6. Performs other duties as may be assigned by the Legal Manager, ALM or PCEO from time to time.