



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD-2024- 426

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS  
 DEPED-NCR RO EMPLOYEES  
 ALL OTHERS CONCERN**

**FROM :** **JOCELYN DR ANDAYA**  
 Director IV

**SUBJECT :** **HIRING OF LEGAL RESEARCHER UNDER  
 CONTRACT OF SERVICE**

**DATE :** April 30, 2024

1. Please be informed that the Regional Office-Legal Unit is in need of Legal Researchers (2-positions) under Contract of Service at a monthly rate of Php 28,000.00 + 10% Premium.

2. In this connection, interested and qualified applicants may submit the following documents on site or through email at [personnel.ncr@deped.gov.ph](mailto:personnel.ncr@deped.gov.ph), not later than May 15, 2024:

- Letter of Intent address to the Head of the Office
- Duly accomplished CSC Form 212 (Personal Data Sheet-can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph))
- Copy of Official Transcript of Records

3. Enclosed is a copy of the Qualification Standards and the Job Description, for information and guidance.



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: [depedncr.com.ph](http://depedncr.com.ph)

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Enclosure to RM ORD-2024- \_\_\_\_\_

**Requirements for Legal Researcher under Contract of Service:**

- Law Graduate
- Willing to work on site (Monday-Friday)

**JOB DESCRIPTION:**

- Draft legal documents, correspondence, and pleadings
- Draft Decisions/Orders/Resolutions
- Conduct Legal Research
- Provide administrative and technical support to the Legal Unit
- Perform such other functions as may be required from time to time