



MC No. 16, s. 2016

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Revised Qualification Standards for Legal Assistant I and Legal Assistant II Positions and Qualification Standards for Legal Assistant III (SG 14) Position

Pursuant to CSC Resolution No. 1600501 dated 16 May 2016, the Commission amends the existing qualification standards for Legal Assistant I and II positions and adopts the qualification standards for the newly created Legal Assistant III position, as follows:

Legal Assistant I (SG 10)

Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Experience : None required
Training : None required
Eligibility : Career Service Professional/ Second Level Eligibility

Legal Assistant II (SG 12)

Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Experience : None required
Training : 4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
Eligibility : Career Service Professional/ Second Level Eligibility

Legal Assistant III (SG 14)

Education : BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
Experience : 1 year experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research
Training : 8 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure
Eligibility : Career Service Professional/ Second Level Eligibility

*In a **R.A.C.E.** to Serve: **R**esponsive, **A**ccessible, **C**ourteous and **E**ffective Public Service*

The approved qualification standards shall be the bases of the Civil Service Commission in attesting appointments to subject positions in the government.

CSC Resolution No. 1600501 dated May 16, 2016 shall take effect fifteen (15) calendar days after its publication in the Official Gazette or in a newspaper of general circulation.


ALICIA dela ROSA - BALA
Chairperson

22 JUL 2016

CSC Resolution No. 1600501 dated May 16, 2016 was published on 08 July 2016 in the Philippine Star page B 13

HRPSO/QSSD/APE/JLT/DOLM/mya