

## Intellectual Property Rights Specialist IV

Bureau : Office of the Director General  
Section/Division  
Item No. : IPOB-IPRS4-19-2015 / SG-19  
Basic Salary : Php51,334.00

**Deadline for submission of applications: March 23, 2017**

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### Duties in the Bureau

- Under direct supervision:
  - Assist in the overall functions of the division, including but not limited to the following:
  - ~ Implement enforcement actions to ensure compliance of the IP Code and enforcement of IPR;
  - ~ Prepare required reports of the Division; and
  - Perform other related functions that may be assigned from time to time.
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### Basic Qualifications:

1. Bachelor's degree relevant to the job (preferably Bachelor of Laws)
  2. 3 years of relevant work experience
  3. 16 hours of relevant training
  4. CS Professional / R.A. 1080 for positions which require the practice of profession / Member of the Bar
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### Requirements:

Application letter (indicating the position being applied for)\*;  
Comprehensive Resume with picture (photocopied/scanned pictures are not allowed)\*;  
Duly accomplished Personal Data Sheet (PDS) with recent passport-sized ID photo (CSC Form 212)\*/\*\*;  
Proof of CSC and/or RA 1080 eligibility/ies\*;

Academic credentials: Transcript of Records, Diploma, Certificates\*;

NBI Clearance

Additional requirements for those currently employed in government service:

Performance Rating for January to June and July to December 2015 rating periods\*;

Certificate/s of Seminars/Trainings Attended, when applicable;

Certificate/s of Employment stating the actual duties and responsibilities/Service Record, if applicable;

Clearance/authority to transfer, if applicable.

*\*Initial documentary requirements needed for applicants to undergo interview, psychological and technical examination. During deliberations, only those with complete documents shall be considered by the Intellectual Property Office of the Philippines-Personnel Selection Board (IPOP-HL-PSB).*

*\*\*PDS - available at HRDD or you can print the electronic copy at [www.csc.gov.ph](http://www.csc.gov.ph)*

**Interested applicants must submit the documents to:**  
**Human Resource Development Division (HRDD)**  
**2nd Floor Intellectual Property Center**  
**28 Upper Mckinley Road, Mckinley Hill Town Center**  
**Fort Bonifacio, Taguig City 1634**

**Or email to:**  
[hrd@jpophil.gov.ph](mailto:hrd@jpophil.gov.ph)  
Email attachments must be submitted in A4 size using applicable formats (pdf, doc, docx, xls, xlsx).

**For inquiries:**  
**Please call 238-6300 loc. 6301 to 6303**  
**look for Ms. Jang**