

Date: 22 June 2022

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has one (1) vacant **permanent** position with details as follows:

Office: Office of the Regional Director

ATTORNEY III

Item number : OSEC-DSWDB-ATY3-1-2021
Compensation : SG 21 (Php 62,449.00)
Place of Assignment: Legal Section

CSC PRESCRIBED QUALIFICATION STANDARDS:

Education : Bachelor of Laws
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : RA 1080 (BAR)

JOB DESCRIPTION:

Under the direct supervision of the Regional Director and supervising the work of staff and other related technical tasks assigned.

JOB OUTPUTS:

1. Legal Management Reports on Administrative Cases
2. Conduct of processes and procedures relating to administrative/disciplinary and court cases.
3. Provision of Legal Opinions and advice; review of contracts/agreements and other legal documents.

Functions and Responsibilities:

1. Represent the Field Office, and Field Office Personnel in their official capacities in cases and proceedings before courts, tribunals and other administrative bodies;
2. Draft and revise decisions, and order and recommend actions, in administrative cases;
3. Conduct and/or assist in fact-finding investigations;
4. Review and comment on proposed bills and resolutions, contracts, draft guidelines and related documents affecting the Field Office;
5. Issue opinions on the interpretation and application of laws, rules, regulations and office guidelines;
6. Provide the Field Office and Field Office Personnel guidance and advice on legal matters;
7. Conduct legal research and related studies;

8. Attend on behalf of the Field Office and/or serve as Resource Person for meetings, seminars, conferences, workshops, for a, and similar activities;
9. Prepare office memoranda, orders, circulars and related document;
10. Coordinate with the Legal Service on legal concerns of the Department;
11. Perform other related task/duties as may be assigned by the supervisors.

Applicants should be guided by the following **Criteria for Evaluation**:

• Education (E)	20%
• Training (T)	15%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	5%
• Special Exam (Technical)	20%
• Interview	10%
• IPCR or any related Performance Assessment Review	5%
Total	100%

Initial Shortlisting: Obtain 75% of the maximum total score of ETE

Secon Shortlisting: Top five (5) highest rating but overall rating should not less than 80%

Interested and qualified applicants may submit their application thru recruitment.focrg@dswd.gov.ph with the complete scanned copies of the following documents below **on or before 02 July 2022**.

1. Application letter addressed to OIC-Regional Director Ramel F. Jamen;
2. **.PDF file of duly filled out** Personal Data Sheet with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 with **Work Experience Sheet**, which can be downloaded at www.csc.gov.ph);
3. Authenticated copy of Transcript of Records/CAV;
4. Authenticated copy of certificate of eligibility/rating/license;
5. Certificate of relevant trainings and seminars attended;
6. Copy of duly signed Individual Performance Contract/Summary of Rating Performance Contract Assessment or the likes.

*******IMPORTANT REMINDERS*******

- a. Walk-in applicants shall not be entertained in observance to the new normal.
- b. Files should be in a PDF/Word/Excel/Image (ensure that it is clear and readable) and must not be compressed into archive file formats such as RAR, ZIP/Google Drive. If applying for multiple positions, submit a separate set for each.
- c. All communications pertaining to your application will be sent via e-mail.
- d. Be reminded to indicate **APPLICATION FOR ATTORNEY III** as the e-mail subject.
- e. Request for extension of submission and application with incomplete documents will not be facilitated.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal

circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

Request for extension of submission and application with Incomplete documents will not be entertained. All communications pertaining to your application will be sent via e-mail.

For inquiries, please call Human Resource Planning and Performance Management Section thru the telephone number (085) 303-8620 local 114.



GENELYN P. MARTURILLAS

Administrative Officer V

Human Resource Planning and Performance Management Section