

Date: 01 August 2023

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
Designation : Section Head
Compensation : SG 21 (Php 63,997.00)
Place of Assignment : Legal Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

Education : Bachelor of Laws
Training : 4 years of relevant training
Experience : 1 year of relevant experience
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%
• Competency-Based Interview	10%
• IPCR or any related Performance Assessment/Review	5%
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of the ETE
Second Shortlisting: Top five (5) highest rating but overall rating should not be less than 80%

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph>, with the complete scanned copies of the following documents below **on or before 11 August 2023**.

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license;
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and
7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent.

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

- a. All applications shall **ONLY** be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Requests for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via e-mail.

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.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through <https://caraga-iris.dswd.gov.ph>.


GENELYN P. MARTURILLAS
 Administrative Officer V
 Human Resource Planning and Performance Management Section