



## VACANCY ANNOUNCEMENT

<b>BUREAU/SERVICE/OFFICE:</b>	Legal Service
<b>DIVISION/UNIT:</b>	Investigation Division

POSITION PROFILE	
<b>Position:</b> Attorney II	<b>Salary Grade:</b> 18 <b>Annual Salary:</b> Php 457,020.00
<b>Item No.:</b> OSEC-DECSB-ATY2-8-2015 OSEC-DECSB-ATY2-9-2015 OSEC-DECSB-ATY2-10-2015	<b>Benefits:</b> Refer to the Summary of Compensation and other benefits
JOB DESCRIPTION	
Act as investigator of cases involving non-presidential appointee and prosecutor in Motu Proprio cases in the Region and Division and assist Atty. III in the disposition of complaints and administrative cases.	
QUALIFICATIONS	
Education	Bachelor of Laws
Experience	None Required
Training	None Required
Eligibility	RA 1080 (Bar)

### APPLICATION PROCEDURE

- Submit** the following documentary requirements in a clean, unmarked long brown envelope to the **Personnel Division** at the Department of Education Central Office (Ground floor, Teodora Alonzo Building) on or before **July 31, 2018**:
  - Letter of Intent (addressed to Mr. Francis Dela Cruz, Chief of the Personnel Division). Kindly include the position with the corresponding division/office, bureau, and strand you are applying for.
  - Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017). *You may download this form at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*
  - Curriculum Vitae
  - Photocopy of one (1) government-issued ID
  - Photocopy of Certificate of Eligibility
  - Photocopy of the latest Transcript of Records
  - Photocopy of the 3 Performance ratings for the last 3 rating periods from July 2015 onwards (one (1) performance rating is equivalent to six (6) months)\*
  - Certificates of relevant trainings and seminars attended
  - Certificates of outstanding accomplishments
  - E-copy of all submitted documents (enclosed in a CD)

*\* Note: For external applicants, numerical performance evaluation from the previous employer. If unavailable, kindly download the template for the Performance Ratings at <http://tinyurl.com/DepEd-PRtemplates> and have it filled out by your immediate supervisor (previous or current).*
- Applicants are expected to:
  - Bring all original documents for verification purposes;
  - Submit one set of documents for every position he/she is applying for; and
  - Submit pending requirements before the deadline of applications.