



Republic of the Philippines
Department of Education
VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Legal Service
DIVISION/UNIT:	Investigation Division
POSITION PROFILE	
Position: Attorney III Non-Teaching	Salary Grade: 21 Annual Salary: ₱ 767,964.00
Item No.: OSEC-DECSB-ATY3-1-2010 OSEC-DECSB-ATY3-11-2015 (2 items)	Other Incentives/Bonuses: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year bonus• Productivity Enhancement Incentive• Clothing Allowance• Cash Gift• Year-end bonus
JOB DESCRIPTION	
<p>The position is responsible for the provision of legal advice and counselling and ensures the speedy disposition of appealed cases involving teaching personnel. He /she assists the Attorney IV/Assistant Chief Legal Officer in the management and supervision of the Legal Affairs Unit.</p> <p>To assist the Assistant Chief and provide efficient General –in House General Counseling, ensure the speedy disposition of appealed case involving Teaching personnel in the Department. To write' interpretations and legal opinion on appealed administrative cases, evaluate previous communications of third level personnel and central office employees and drafts comments on CSC appeals.</p> <p>To provide legal assistance on the transfer of ownership of school sites, review and recommend actions on school sites with adverse claims so as to facilitate settlement and securing the agency's assets for educational use. To assist in the promulgation of rules, regulations and policies governing the activities of the Department.</p>	
MINIMUM QUALIFICATIONS	
Education	Bachelor of Laws
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080 (Bar)

APPLICATION PROCEDURE

Submit the following documentary requirements* through <https://bit.ly/DepEdRSAbatch07>** on or before **April 30, 2024**:

- Letter of Intent** (addressed to Mr. Albert Jerome C. Andres, Chief Administrative Officer of the Personnel Division). **Kindly include the position with the corresponding division/office, bureau, item number, and strand you are applying for.**
- Duly accomplished **Personal Data Sheet** (CSC Form 212 Revised 2017) and **Work Experience Sheet**. You may download these forms at <https://bit.ly/CSFormNo212PersonalDataSheet> and <https://bit.ly/CSFormNo212WorkExperienceSheet>
- Curriculum Vitae**
- Photocopy of one (1) government-issued ID**
- Copy of Eligibility** (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
- Transcript of Records and Diploma**
- Performance ratings** for the **last 2 rating periods**
- (One (1) performance rating is equivalent to six (6) months)
- Certificates of **Relevant Trainings** attended.
- Certificates of **Outstanding Accomplishments** (Awards and Recognition, Research Innovation, Subject Matter Expert/Membership in National Technical Working Groups (TWGs) or Committees, Resource Speakership/Learning Facilitation, NEAP Accredited Learning Facilitator)
- Application of Education**
- Application of Learning & Development**
Checklist of Requirements (Checklist of Requirements and Omnibus Sworn Statement on the Certification on the authenticity and veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012). You may print these forms at <https://bit.ly/AnnexCChecklistOfRequirementsandOmnibusSwornStatement>

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

* **Image files will NOT be accepted on the form. Please convert your files to PDF format before you proceed.**

** **If the link does not redirect you to the online application form, please type the address manually.**

*** **Failure to submit necessary documents within the given deadline shall not be included in the official pool of applicants.**