



07 January 2025

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 : Legal Officer/ Section Head
 Compensation : SG 21 (Php 67,005.00)
 Place of Assignment : Field Office Caraga – Legal Section

PREFERRED QUALIFICATIONS (COMPETENCY-BASED):

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

Skills/Competencies : Experience in government service is an advantage; very good oral and written ability; remarkable attention to detail, results-oriented, can efficiently work under pressure; strong interpersonal skills, good moral character and work ethics; and working knowledge of MS Office and other computer applications.

JOB DESCRIPTION:

The Legal Section through the Legal Officer is primarily responsible for providing technical assistance and legal support to the Regional Director and the Field Office. It assist the Regional Director by handling administrative cases involving Department personnel and certain litigated cases, by providing the Department legal opinions and advice on matters involving its formal mandate and the exercise of its official powers and functions, and by rendering similar and related services.

Job Outputs:

1. Legal Review Inputs
2. Legal Opinions
3. Legal Advisory
4. Other Reportorial Requirements

Functions and Responsibilities:

1. Represents the Department head in courts, administrative bodies, conferences and other related offices;
2. Guides and advises the head of office and relevant Department officials on pertinent legal matters;
3. Prepares legal opinions on pertinent legal documents;
4. Provides legal counseling to officials, personnel and clients; and
5. Perform other related tasks that the Immediate Supervisor or other higher authorities might assign.

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 17 January 2025**.

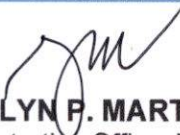
1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Certification, Authentication & Verification (CAV) or 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/ HRPPMS Head