



## **PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)  
as of 10 January 2019

### **LEGAL SERVICE**

#### **Requirements:**

1. Application letter addressed to Director Paredes indicating the position applied for and the item number.

**Atty. PHILIP A. PAREDES**

Director, Legal Service

6<sup>th</sup> Floor, DOLE Building, Intramuros, Manila

2. Duly accomplished Personal Data Sheet with latest passport size photo, sedula and thumb mark;
3. Copy of latest performance rating (for government employees);
4. Copy of TOR, Diploma and Certificate of Eligibility (CSC or RA 1080);
5. Certificate of Employment with actual duties and responsibilities (if applicable);
6. Certificate of seminars/trainings attended (if applicable); and,
7. Statement of duties and responsibilities which indicates the management and supervisory experience-for managerial and supervisory positions (if applicable)

**Note: Only qualified applicants with complete requirements will be processed.**

<b>Position Title</b>	:	<b>ATTORNEY III</b>
<b>Item No/s.</b>	:	ATY3-10-1998
<b>No. of Position/s</b>	:	1
<b>Division</b>	:	Legal Representation Division
<b>Salary Grade</b>	:	21 (P 52, 554.00)

**Job Qualifications**

- Education : Bachelor of Laws
- Experience : One (1) year of relevant experience
- Training : Four (4) hours of relevant training
- Eligibility : Bar (RA 1080)

**Brief Description of the Position**

Under general supervision, performs a complex/moderately difficult and responsible work and assists the Attorney IV/V in the conduct of independent legal researches on existing laws, policies, rules and regulations relating to labor and employment, investigates and provides legal advice; and does related work.

\*\*\*\*nothing follows\*\*\*\*