


MEMORANDUM  
OSDS-UM-10-21-21/MBL

TO : Asst. Schools Division Superintendent  
Chief Education Supervisors  
Section/Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/OIC's  
Human Resource Merit Promotion & Selection Board  
All Others Concerned

FROM :   
**SUSAN S. COLLANO**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

SUBJECT: **ANNOUNCEMENT OF VACANCY**

DATE : October 21, 2021

This is to announce the vacancy for Attorney III position at the Schools Division Office of Catanduanes. All interested qualified applicants are advised to submit their pertinent documents in accordance with the criteria as provided in DepED Order No. 66, s. 2007.

Position Title	Salary Grade	Monthly Salary	Place of Assignment/Office
Attorney III	21	Php60,901.00	Schools Division Office of Catanduanes

Criteria	Non-Teaching Position (Level 2)
Performance Rating for the last 3 rating periods	30
Experience	10
Outstanding Accomplishments	20
Education	15
Training	10
Potential	10
Psychosocial Attributes & Personality Traits	5

The Qualification Standards for said position are as follows: (Reference: CSC QS Manual-Revised 1997)

Position	Education	Experience	Training	Eligibility
Attorney III	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080

This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."

Interested qualified applicants shall submit documents in one (1) folder (*with tabbing, following the arrangement of the requirements as listed below*) and should be stamped "received" at the Records Section and submit to Personnel Section on or before 5PM of November 3, 2021. Online submission will be accepted through <https://bit.ly/SDOCTDOLA> on or before 5PM of November 3, 2021.

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents **duly notarized**, you may download the form at [bit.ly/OmnibusCOAV](https://bit.ly/OmnibusCOAV)
3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet, you may download the form at [bit.ly/F212\\_PDS](https://bit.ly/F212_PDS) & [bit.ly/WES\\_PDS](https://bit.ly/WES_PDS)
4. Transcript of Records/Special Order
5. Updated Service Record
6. Copy of the previous appointment and/or Certificate of Employment (for private employees)
7. Certificate of In-Service Trainings/Seminars\*
8. Certificate of Eligibility, Board Rating and PRC License
9. Copy of a Designation in a form of an Office Memo/Order (government employees); Certification re: Designation (private employees), if any
10. Performance Rating for the last three (3) rating periods
11. Outstanding Accomplishments\*
  - a. Outstanding Employee Award
  - b. Innovation
    - i. with permit to make innovation from appropriate office
    - ii. copy or write-up of the innovation/s
    - iii. report on outcome of innovation (if available)
  - c. Research & Development Projects
    - i. With a permit to conduct research from appropriate office
    - ii. Copy of the research
    - iii. Report on outcome of research (if available)
  - d. Publication/Authorship
    - i. copy of the publication itself
    - ii. certification from the publisher
  - e. Consultant/Resource Speaker in Trainings/Seminars/Workshop/Symposium
    - i. Letter of invitation/memorandum/program of activities
    - ii. Certificate of recognition/commendation
12. Specialized Trainings (e.g. Scholarship Programs, Short Courses, Study Grants, if any)
13. Chair/Co-Chair in a technical/planning committee, if any\*
14. Other documents relevant to the position applied for

*\*In-service/Specialized trainings/seminars, outstanding accomplishments, and chairman/co-chairmanship in a technical planning committee gained effective last appointment*

Applicants should bring their original documents on the day of evaluation.

Schedule of assessment/evaluation will be on November 5, 2021.

Please be advised accordingly.



Republic of the Philippines

**Department of Education**

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

POSITION TITLE	
<p><b>ATTORNEY III</b></p>	<p><b>JOB SUMMARY</b></p>
	<p>To provide effective, efficient, judicious and expeditious legal service to the Division Office through: impartial, evidenced-based, and speedy disposition of administrative cases; effective and efficient delivery of in-house legal services; safeguarding the Department's rights and interests on School Sites; and constant monitoring and timely submission of reportorial requirements to appropriate authorities.</p>
	<p><b>DUTIES AND RESPONSIBILITIES</b></p>
	<p><b>IMPARTIAL, EVIDENCE-BASED, AND SPEEDY INVESTIGATION</b></p> <ol style="list-style-type: none"> <li>1. Evaluation of complaint</li> <li>2. Conduct the preliminary/fact-finding investigation</li> <li>3. Prepare resolution, formal charge, decision, comment for cases on appeal</li> </ol> <p><b>PROVIDE EFFECTIVE AND EFFICIENT INHOUSE GENERAL LEGAL SERVICES</b></p> <ol style="list-style-type: none"> <li>1. Provide legal opinion, interpretation and /or advice on laws, rules and regulations, and policies concerning the Department to the SDS or to any personnel of the SDO</li> <li>2. Assist the Formal Investigating Committee during the Formal Investigation (act as amicus curiae)</li> <li>3. Prepare, study, and review contracts/ agreements/ MOA</li> <li>4. Evaluate requests for clearances, certifications</li> <li>5. Lead and manage the work of the SDO Legal Unit Plan/organize the work of the Legal Unit (WFP and APP)</li> <li>6. Assist the SolGen in suits against personnel of the SDO and in suits involving school sites or represent the same in court cases when deputized by the OSG</li> </ol>
	<p><b>SAFEGUARDING THE DEPARTMENT'S RIGHTS AND INTERESTS ON SCHOOL SITES</b></p> <ol style="list-style-type: none"> <li>1. Coordinate CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of Special Patent or Certificate of Title of our schools' sites</li> <li>2. Prepare and/or review documents pertaining to school site (ex. Deed of Donation, Usufruct, Sale; Title, Tax Declaration</li> <li>3. Coordinate with appropriate authorities for issues/concerns relating to school sites</li> <li>4. Conduct ocular inspection on school sites to validate issues and concerns.</li> </ol>
<p><b>TIMELY SUBMISSION OF REPORT ON MATTERS WHICH ARE REQUIRED BY LAW</b></p> <ol style="list-style-type: none"> <li>1. Submit reportorial requirements to appropriate Offices on-time (Summary Report on Child Protection/Anti-Bullying Policy)</li> </ol>	