



# NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
<b>DIRECTOR IV</b>  <b>PCGG-DOJB-DIR 4-2-1998 SG 28</b>	<b>Monthly</b> Salary P 145,427.00 PERA P 2,000.00 Rep Allow P 9,000.00 TranspoAllow P 9,000.00 Misc. Allow P 7,500.00 ExtraOrAllow P 3,800.00 Communication Allow P 4,000.00  <b>Additional Annual</b> Midyear 1 month Salary Bonus Year-End 1 month Salary Bonus Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00	Legal	<b>Education :</b> Master's degree or Certificate in Leadership and Management from CSC  <b>Experience :</b> 5 Years of Supervisory/Management Experience  <b>Training :</b> 40 Hours of Mandatory Continuing Legal Education (MCLE) 80 HOURS Supervisory Management Learning and Development Intervention  <b>Eligibility :</b> R.A. 080 (BAR)
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Formulates plans and policies relative to the conduct of legal research, prosecution and litigation of cases;</li><li>2. Supervises for the Commission the development of technical materials and documents required for the prosecution and litigation of cases;</li><li>3. Backstops the Commission in the analysis of evidence and the development of cases;</li><li>4. Represents the Commission and acts in its behalf in legal proceedings, deliberations and meetings;</li><li>5. Executes for the Commission the decision on cases;</li><li>6. Exercises top management supervision, coordination and monitoring of activities of the Department;</li><li>7. Provides technical advice and opinion on questions of law or any complex issues affecting the organization;</li></ol>		

**NOTE: ONLY THOSE WHO POSSESS THE RELEVANT OR CLOSELY RELATED WORK EXPERIENCES SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED.**

Interested and qualified applicants are advised to signify their interest in writing. Submit/send the following documents through courier or email not later than **NOVEMBER 8, 2022:**

1. Application letter addressed to : **Ms. EDITHA R. BAUTISTA**  
Officer-In-Charge, HRDD  
[Email: hrdd@pcgg.gov.ph](mailto:hrdd@pcgg.gov.ph)
2. Fully/properly accomplished Personal Data Sheet with attached **Work Experience Sheet**
3. Performance rating in the last rating period (if applicable)
4. Photocopy of diploma and/or certificate of graduation
5. Photocopy of an **authenticated copy** of the certificate of eligibility/bar or board rating/license
6. Photocopy of certificate of training/seminars attended

**Original documents must be on hand and ready once requested**

**POSTED : OCTOBER 24, 2022**