



Republic of the Philippines
PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT

NOTICE OF VACANCY

Position	Monthly Salary	Division /Office	Qualification Standards
ATTORNEY IV PCGG-DOJB-ATY 4-3-1998	P 78,455.00 SG 23	Civil Litigation Division Legal Dept.	Education : Bachelor of Laws Experience : 2 years of relevant experience Training : 8 hours of relevant training Eligibility : RA 1080 (BAR)
Key Duties and Responsibilities	<ol style="list-style-type: none">1. Directs the activities of the Legal Support Services and exercises supervision over the Docket Section2. Drafts and reviews legal Memoranda, Reports, and Recommendations by conducting legal research and field studies to provide support in the litigation of cases, administration of corporate affairs, and concerns of the Commission3. Reviews Contracts, Memoranda, Opinions, and other documents for the signature of the Interim Head and/or Commissioner-In-Charge4. Conducts research, investigation, and field studies as directed5. As may be assigned, coordinates with the OSG PCGG Task Force, other local/foreign government agencies, or private entities/offices6. As may be directed, represents the Commissioner-In-Charge or Interim Head in meetings, conferences, or hearings7. Sits members of special task forces to work on legal concerns, upon the direction of the Commissioner-In-Charge8. As may be directed, sits and functions as member of vital committees in the agency, when a representative of the Legal Department, preferably a legal practitioner, is needed9. Performs other functions as may be assigned from time to time by the Commissioner-In-Charge		

NOTE: ONLY THOSE WHO POSSESS THE RELEVANT WORK EXPERIENCE SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED FOR THE INITIAL SCREENING OF APPLICATIONS.

Interested and qualified applicants are advised to signify their interest in writing. Submit/send the following documents through courier or email not later than **OCTOBER 21, 2022.**

1. Application letter addressed to : **Ms. EDITHA R. BAUTISTA**
Officer-In-Charge, HRDD
hrdd@pcgg.gov.ph
Landline: 8725-6983
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 **authenticated** copy of 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: September 29, 2022