



Republic of the Philippines  
**Department of Education**

REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

Office of Schools Division  
 Superintendent

20 Apr 2023

DIVISION MEMORANDUM  
 OSDS No. **038**, s. 2023

NOTICE OF VACANCY FOR ATTORNEY III

To: Schools Division  
 Public Schools District Supervisors/Principals In-Charge  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the following vacant position:

**a. Position Details**

Position Title		Plantilla Item No.	Place of Assignment
One (1) ATTORNEY III	1	OSEC-DECSB-ATY3-840140-2014	Office of the Schools Division Superintendent

**b. CSC Qualification Standards**

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Attorney 3	21	Php 63,997.00	Bachelor of Laws	1 year of relevant experience	4 hours relevant training	RA 1080 (Bar)

**c. Duties and Responsibilities**

Duties and Responsibilities of an **Attorney III**

Provides legal services in the form of providing legal advice, conducting researches and studies, preparing appropriate documentation, conduct of investigation, litigation, contract administration for complex cases and other corollary services which will adequately protect and/or enhance DepEd's interests

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	1. Prepares and reviews administrative

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Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Evaluation and Processing of Complaints Legal Assistance and Counselling Disposition of Appealed and Original Cases Monitoring and supervision	<p>decisions/resolutions against erring school officials and employees for review and approval of the disciplining authority.</p> <ol style="list-style-type: none"> <li>2. Supervises the implementation of administrative decisions/ resolutions/ actions, correspondence prepared by lower legal officers and/or investigating committee for approval of disciplining authority.</li> <li>3. Prosecutes motu-proprio administrative complaints filed against erring school officials and employees.</li> <li>4. Appears as counsel in cases when authorized by higher authorities.</li> <li>5. Drafts department/office orders and memoranda to carry out decisions and rulings into effect.</li> <li>6. Renders opinion/reply to legal queries addressed to the head of the office.</li> <li>7. Supervises the daily work and output of subordinate's employees in the discharge of their duties and responsibilities.</li> <li>8. Monitors the implementation of decisions/ resolutions/orders within 15 days.</li> <li>9. Makes critical studies and analysis of agreements proposed by other agencies, countries, international agencies and organizations, and briefs higher officials on the gains, merits, propriety and legality of said agreements.</li> <li>10. Prepares memoranda, answers or briefs in cases when authorized by higher authorities.</li> <li>11. Reviews and evaluates legal forms and documents from schools and personnel.</li> </ol> <p>Others</p> <ol style="list-style-type: none"> <li>1. Prepares reports on the status of cases.</li> <li>2. Assists in drafting documents such as memoranda, circular, correspondence, orders, and other legal forms.</li> <li>3. Checks documents or papers for completeness and correctness</li> <li>4. Prepares routinary communications, tracer letters or inquiry to delinquent papers or alleged violators of law preparatory to the institution for proper legal action.</li> </ol>

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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	5. Acts on all routinary legal office matters. 6. Evaluates Articles of Incorporation of schools and petition for correction of school records (frontline services) 7. Prepares administrative clearances. 8. Evaluates administrative complaints; determines compliance with existing rules, regulations and procedures and recommends appropriate action. 9. Conducts fact-finding and preliminary investigation and recommends appropriate action based on the findings. 10. Appears as counsel in cases as authorized by higher authorities. 11. Studies administrative cases, prepares/drafts decisions, rulings, resolutions for review of Legal Officer III (Attorney III) 12. Drafts legal contracts, agreements, communications on legal matters affecting the office. 13. Conducts legal researches and studies and renders legal opinion relevant to DepEd. 14. Prepares documents such as contracts, pleadings, briefs, notices, circular, correspondence, orders, warrants and other legal forms.

**d. Documentary Requirements**

- i. Letter of intent address to the Schools Division Superintendent

**LEONARDO M. BALALA, CESE**  
 Schools Division Superintendent

- ii. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- iii. Photocopy of valid and updated PRC License.
- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. Photocopy of Certificate of Relevant Trainings;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- ix. Checklist of Requirements and Omnibus Sworn Statement on the Certification and Authenticity and Veracity (CAV) of the

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- documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 Data Privacy Act of 2012), using the DepEd Order 001, s. 2023: Annex C; and
- x. Other documents that can use as means of verification on the following:
1. Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group.
  2. Application of Education;
  3. Application of Learning and Development; and
  4. Photocopy of the Performance Rating obtained from the relevant work experience, if performance rating in Item d(viii) is not relevant to the position.

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, **“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”** enclosure No. 5: **Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**. The following is the point system for Evaluative Assessment for Non-Teaching Position: SG 10-22 and SG 27:

Criteria	Breakdown of Points SG 10-22 and SG 27
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of L&D	10
Potential (Written Test, BEI, Work Sample Test)	20
<b>TOTAL</b>	<b>100</b>

3. **Deadline for submission of pertinent documents: May 03, 2023**, No pertinent papers shall be accepted thereafter.

4. The following shall be the timelines for the recruitment and selection:

ACTIVITY	SCHEDULE
Initial Evaluation of Documents of Applicants	May 3-5, 2023
Finalization of the Summary of Initial Evaluation Result (IER)	May 8, 2023
Conduct of Behavioral Event Interviewing, Written Test and Work Sample Test	May 10, 2023
Conduct of Open Ranking and HRMPSB Final Deliberation	May 11, 2023

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Submission of Signed Comparative Assessment Result to the Schools Division Superintendent	May 11, 2023
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5. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.
6. **Applicants** are advised to submit **One (1) Set** of pertinent documents to DepEd Schools Division of South Cotabato Records Section. In addition, kindly access this link [bit.ly/SDOSC-ORF-NTPA-HRMPSB](https://bit.ly/SDOSC-ORF-NTPA-HRMPSB) for your online registration.
7. This division practices Equal Employment Opportunity Principle, thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.
8. To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.
9. For more information and inquiry, personnel concerned may contact Arlene L. Albuna, HRMO II through Messenger or at 083-2283742 or at the Office of the Assistant Schools Division Superintendent.
10. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT      HIRING  
RECRUITMENT

ALA/DM- notice of vacancy for attorney iii  
0000/April 20, 2023

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