



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
 Superintendent**

13 Nov 2024

DIVISION MEMORANDUM
 OSDS No. **185** s. 2024

NOTICE OF VACANCY FOR ATTORNEY III

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

1. This is to announce the following vacant positions:

a. Position Title: Attorney III

b. Position Details

Position Title	No.	Plantilla Item No.	Plantilla Assignment
Attorney III	1	OSEC-DECSB-ATY3-840140-2014	Office of the Schools Division Superintendent

c. CSC Qualification Standards:

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Attorney III	21	Php 67,005.00	Bachelor of Laws	1 year Relevant Experience	4 hours relevant training	RA 1080 (Bar)

Duties and Responsibilities of *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 interest.

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



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	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. 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.

The DepEd Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and sent to the address below:

d. Documentary Requirements

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

LEONARDO M. BALALA, CESO V
 Schools Division Superintendent

- ii. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- iii. Photocopy of Certificate of Eligibility RA 1080(Bar)/valid and updated 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;



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- 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 documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 Data Privacy Act of 2012), using the DepEd Order 007, 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.

Pertinent papers of applicants shall include of table of contents and should be properly **earmarked**.

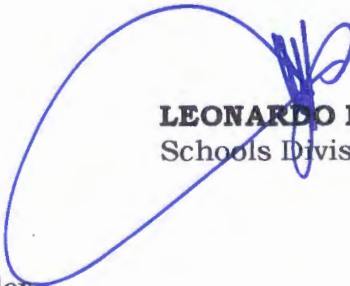
2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, **“Guidelines on Recruitment, Selection, and Appointment in the Department of Education”** enclosure No. 5: **Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**. The following is the point system for Evaluative Assessment for Non-teaching Positions: SG10-22 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 Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	20
TOTAL	100



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3. The deadline for submission of pertinent documents shall be on **November 26, 2024** at the Division Office. No pertinent papers shall be accepted thereafter.
4. 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.
5. **Applicants** are advised to submit **One (1) Set** of pertinent documents to school where the vacancy exists. In addition, kindly access this link <https://bit.ly/SDOSOnlineRegistrationofApplicants> for your online registration.
6. 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.
7. 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.
8. For any inquiries, please refer to Ronald Jim S. Somera, Administrative Officer V at the Office of the Administrative Services or email through ronald.somera@deped.gov.ph or at the Office of the Assistant Schools Division Superintendent.
9. Immediate dissemination of this memorandum is desired.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: None

Reference: As stated

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

EMPLOYMENT HIRING
RECRUITMENT

NHT/DM- notice of vacancy for attorney iii
0000/November 13, 2024



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