



**Republic of the Philippines**  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Region XIII (CARAGA REGION)**



**NOTICE OF VACANCY**

(August 1, 2022)

<b>Title</b>	<b>LEGAL OFFICER II</b>
<b>No. of Available Position/s</b>	<b>1</b>
<b>Duration</b>	<b>August 15 to December 2022 (renewable every 6 months)</b>
<b>Salary Grade</b>	<b>SG-17 (Php39,986.00)</b>
<b>Location of Work</b>	<b>DILG Regional Office XIII, Butuan City</b>
<b>Line of Reporting</b>	<b>DILG Regional Bantay-Korapsyon Regional Focal Person</b>

**Background**

In support of the mandate of DILG as per RA 69752 to further strengthen local government capability aimed towards the effective delivery of basic services to the citizenry, and is aligned with the Department's organizational outcome of reinforcing Accountable, Transparent, Participative, and Effective Local Governance. It is also in line with the Malasakit Pillar of the Philippine Development Plan<sup>3</sup> on ensuring people-centered, clean, and efficient governance.

Bantay-Korapsyon is envisioned to be the Department's anti-corruption strategy to mobilize citizens, communities, and existing local mechanisms to emerge as a potent force for the integrity-based and corruption-free local governance, in addition to the existing local institutions and apparatuses mandated by laws and policies.

**Qualifications:**

- Bachelor of Laws Graduate / Juris Doctor with RA 1080 Eligibility
- Excellent in writing, research and communication

**Inter Personal Skills:**

- Ability to cooperate and generate cooperation from colleagues and different kind of audiences
- Open mindedness
- Ability to accept criticisms
- Ability to quickly adapt to new environment

**Behavioral**

- Ability to perform under time pressure, flexible, work independently, manage multiple tasks and work effectively as a leader and team member in fast-paced multi-cultural environment of the government.
- Detail-oriented, organizational skills, demonstrated tendency to problem-solve and take initiative.

**Duties and Responsibilities**

- Render technical assistance for the proper implementation of the program in the field and facilitation of visits by the Supervising Authority (SA) and/or other Officers;
- Draft communications/endorsement on received complaints, to be approved by the concerned DILG Regional Director;
- Assist in the maintenance database on all local government complaints;

- Assist the Bantay Korapsyon Legal Committee Member in establishing links with major educational institutions and CSO's in the region for purposes of advocating against corruption;
- Assigned in the information, data/records management of Bantay Korapsyon
- Assist the Bantay Korapsyon Legal Committee Members in the submission to Supervising Authority, through the BK-PMO, quarterly reports with documentation approved by the Regional Director on the implementation of the program in the field with highlights on major of an official for corruption, among other major accomplishments;
- Attend assemblies and other such meetings organized and facilitated by the Regional Office and Central Office;
- In consideration of the foregoing, be authorized to travel if needed; and
- Perform other tasks assigned by the designated Bantay-Korapsyon Regional Focal Person and Regional Director.

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than **August 10, 2022**.

1. Fully accomplished Updated Personal Data Sheet **New CS Form 212 Rev. 2017** with **recent passport size** picture
2. Photocopy of Transcript of Records (TOR)
3. NBI Clearance
4. Certified true copy of RA 1080

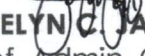
Send to:

**LILIBETH A. FAMACION, CESO III**  
Regional Director  
DILG Region XIII (Caraga)  
Purok 1A, Upper Doongan, Butuan City

Prepared:


  
**MARIE JOY S. LUENGAS**  
AO V / HRMO III

Certified Correct:

  
**JOCELYN C. JAYOMA**  
Chief, Admin. Officer

  
**RAY GREGORY F. JARANILLA**  
Chief, LGMED

Approved:

  
**LILIBETH A. FAMACION, CESO III**  
Regional Director