



November 4, 2015

TO : ALL CONCERN

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V
 Schools Division Superintendent

SUBJECT: RANKING FOR ATTORNEY III

1. This Office announces the ranking of qualified applicants for **ATTORNEY III**, this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 66, s. 2007, otherwise known as “Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions.”
3. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Attorney III SG 21	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080 (BAR)
ATTORNEY III – Duties and Responsibilities				
1. Prepares and reviews administrative decisions/resolutions against erring school officials and employees for review and approval of the disciplining authority;				
2. Supervises the implementation of administrative decisions/resolutions/actions, correspondence prepared by lower legal officers and/or investigating committee for approval of disciplining authorities;				
3. Prosecutes motu-proprio administrative complaints filed against erring school officials and employees;				
4. Appears as counsel in cases when authorized by higher authorities;				
5. Drafts department/office orders and memoranda to carry out decisions and rulings to effect;				
6. Renders opinion/reply to legal queries addressed to the head of office;				
7. Supervises the daily work and output of subordinates employees in the discharge of their duties and responsibilities				
8. Monitors the implementation of decisions/resolutions within 15 days;				
9. Makes critical studies and analysis of agreements proposed by other agencies, countries, international agencies and organizations, and brief higher officials on the gains, merits, propriety and legality of said agreements;				
10. Prepares memoranda, answers or briefs in cases when authorized by higher authorities;				
11. Reviews and evaluates legal forms and documents from schools and personnel.				

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before November 27, 2015 to **CHERRY MAE L. LIMBACO, Ph. D., CESO V**, Schools Division Superintendent, as follows:
 - a. Application letter;
 - b. Accomplished Form 212 with 2x2 picture;
 - c. Performance rating for the last three rating periods;
 - d. Updated copy of service record;
 - e. Transcript of records;
 - f. Certificate of registration/ license;
 - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.

5. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview on *December 2*, 2015 at 8:30 a.m. at the Office of the Assistant Schools Division Superintendent. *gvr*

6. The following shall be the timeline of the selection process :

November 5- Announcement of the vacant position for the selection process of the Division Office and schools concern

November *27*^{gvr} Deadline for submission of pertinent documents by the interested applicants to the Schools Division Superintendent

December 2^{gvr} Further assessment (written exam, skills test, interview) of the applicants Attorney III - 8:30 a.m.;

December 4^{gvr} Posting of the selection line-up in three (3) conspicuous places
December 21^{gvr}

7. The Personnel Selection Board (PSB) is composed of the following:

Chairman : **JEAN G. VELOSO**
Assistant Schools Division Superintendent

Members : **ERLINDA G. DAEL** **RUDY O. MAGDUGO**
Chief, CID Chief, SGOD

BERNADETTE P. SAMACO **MARIO T. ARROYO**
Administrative Officer V HR Designate

MANOLITO V. SALE
MOPSTEA President

Secretariat: **CLARIBEL A. RODRIGUEZ**
Administrative Assistant III

8. Immediate dissemination of this Memorandum to all concerned is enjoined.


CHERRY MAE L. LIMBACO, Ph. D., CESO V
Schools Division Superintendent

CLL/jgv
To be indicated in the Perpetual Index
Under the following subjects:

PERSONNEL

SELECTION

SCHOOLS