



ANNOUNCEMENT
(June 26, 2020)

DILG Regional Office No. 02 is in immediate need of a **Contract of Service basis** with the following qualifications and responsibilities as indicated in the attached document:

• **ONE (1) BANTAY KORAPSYON LEGAL RESEARCHER (SG 15)**

I. EDUCATION

Law, BS Legal Management, AB Paralegal Studies, Philosophy, Political Science or other allied courses.

II. EXPERIENCE

At least one (1) year experience in legal work such as preparation of pleadings, legal opinions or memoranda, fact-finding investigation and legal research.

III. ELIGIBILITY

Career Service Professional/ Second Level Eligibility.

IV. SCOPE OF WORK

- Conducts legal research of simple and complicated nature, and prepares legal opinion, drafts and correspondences;
- Prepares legal research schedules and works;
- Conducts fact-finding investigation relative to the alleged graft and corrupt practices of local officials in line with the Bantay Korapsyon Program of the Department;
- Prepares a detailed fact-finding report and case build-up;
- Evaluates administrative cases of local officials;
- Assists in the tracking and organizing of files containing important case documents; and
- Performs other related functions.

V. EXPECTED OUTPUT/DELIVERABLES AND SCHEDULES OF SUBMISSION OF OUTPUTS

- Fact-Finding Investigation Report
- Monthly Accomplishment Reports;
- Post-Activity Reports; and
- Other Reports as may be required in relation to the works performed for immediate submission to supervising official.

VI. DURATION OF WORK

The duration of the engagement shall be six (6) months from July 1, 2020- December 31, 2020 with possibility renewal/extension of service subject to the availability of funds and performance.



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

Required to report to office five (5) days a week and with a minimum of 40 work-hours per week, except when on official travel/business as authorized through a duly approved Office Order, Travel Order or Department Order.

VII. DUTY STATION

Office of the Regional Director-Legal Services Unit, DILG-Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City.

VIII. COMPENSATION

Daily wage rate at P 1, 387.77 for twenty-two (22) working days in a month payable in two (2) equal installments, that is, on the 15th and 30th of the month without prejudice to the grant of premium in compliance with the conditions set forth by the agency.

• **ONE (1) BANTAY KORAPSYON COORDINATOR / ADMINISTRATIVE OFFICER (SG 13)**

I. EDUCATION

Law, BS Legal Management, AB Paralegal Studies, Philosophy, Political Science or other allied courses.

II. EXPERIENCE

None Required

III. ELIGIBILITY

Career Service Professional/ Second Level Eligibility.

IV. SCOPE OF WORK

- a. Performs routinary filing and retrieved of legal documents, assists in drafting legal opinions, correspondences and memoranda;
- b. Files and records all incoming and outgoing communications;
- c. Keeps daily schedule of activities;
- d. Conducts legal, statistical, literacy and miscellaneous researches;
- e. Interviews and screens callers and visitors;
- f. Assists in the tracking and organizing of files containing important case documents;
- g. Takes charge of the over-all administrative task for the Bantay Korapsyon Program; and
- h. Performs other related functions.

V. EXPECTED OUTPUT/DELIVERABLES AND SCHEDULES OF SUBMISSION OF OUTPUTS

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- Post-Activity Reports; and
- Other Reports as may be required in relation to the works performed for immediate submission to supervising official.



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VII. DUTY STATION

Office of the Regional Director-Legal Services Unit, DILG-Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City.

VIII. COMPENSATION

Daily wage rate at P 1, 146.90 for twenty two (22) working days in a month payable in two (2) equal installments, that is, on the 15th and 30th of the month without prejudice to the grant of premium in compliance with the conditions set forth by the agency.

Interested applicants may submit the following to FAD-Records Section, DILG Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City not later than July 6, 2020:

1. Application Letter;
2. Duly accomplished and updated Personal Data Sheet;
3. Civil Service Eligibility (if applicable);
4. Certificate of Employment from previous employer (if applicable); and
5. Duly authenticated photocopy of Transcript of Records and Diploma.

Unsigned and incomplete documents will not be entertained.


LORNA M. DURWIN
Chief Administrative Officer

Noted by:


JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director