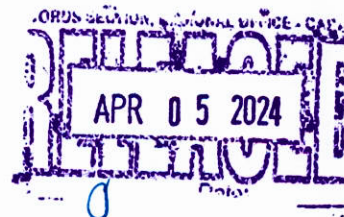




Republic of the Philippines
Department of Education
CARAGA REGION



April 1, 2024

REGIONAL MEMORANDUM

No. 0310, s. 2024

To: Schools Division Superintendent
DIVISION LEGAL OFFICERS/ DESIGNATES
This Region

ATTORNEY III FUNCTIONS AND RESPONSIBILITIES TO EXTEND TECHNICAL
ASSISTANCE TO DIVISION OFFICES WITHOUT AN ASSIGNED LAWYER

1. The Legal Unit provides prompt and responsive legal services to the stakeholder of the region to ensure integrity and accountability in public service and the efficient delivery of quality basic education.
2. That base on the updated Compendium of Attorney III, the Functions and Responsibilities of the said position under KRA no. 4 is to provide Legal services to SDO's without Attorney III positions/appointees and may render at least a maximum of eight days in a month in order to render technical assistance to the requesting SDO.
3. That all expenses covered such as Travel and Transportation Claims, like gasoline shall be reimbursable in accordance with the COA's rules and regulations.
4. That in any case of assistance, the Attorney III can request one of her staff from legal unit to accompany her during her investigation and conferences, and can claim the same TEV reimbursement.
5. And finally, the submission of the Certificate of Appearance, Travel Authority and this Regional Memorandum are required to be submitted at the Finance Division as considered to be equally important to support any claims of travels.
6. Effective immediately.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encls.: KRA of Attorney III.
Reference: NONE
To be indicated in the Perpetual Index
under the following subjects:



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



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TECHNICAL ASSISTANCE

LEG/mpsl
04/01/2024



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Trunkline No: (085) 225-1151
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	JOB DESCRIPTION		JD No. _____	Revision Code: _____
Department of Education				
Position Title	Attorney III		Salary Grade	21
Parentetical Title			Governance Level	Regional Office
Bureau/Service/Division	Office of the Regional Director		Unit/Division	Legal Unit
Reports to	Attorney IV Schools Division Superintendent (with respect to the provision of legal service to Schools Division Offices without Attorney positions/appointees)		Effectivity Date	
Positions Supervised	Assists the Atty IV in supervising the Special Investigator III, Legal Assistant II, Administrative Assistant I			
JOB SUMMARY				
The Atty. III assists the Atty IV in the provision of effective, efficient, judicious and expeditious legal service to the Regional Office through: • Impartial, evidenced-based, and speedy evaluation or disposition of administrative complaints or cases; and • Effective and efficient delivery of in-house legal services.				
S/he also provides similar legal service to the Schools Division Offices (SDOs) which have no Attorney positions or whose Attorney III positions have remained vacant for a reasonable time due to difficulty in hiring. Additionally, s/he supports the SDOs with legal services to ensure safeguarding of the Department's rights and interests on school sites, and timely submission of reportorial requirements to appropriate authorities. In the performance of his/her functions in the SDO, s/he is required to personally report to the SDO at least two (2) days in a week or under such other arrangement as may be approved by the Regional Director (RD), with recommendation of the Schools Division Superintendent (SDS) concerned.				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelor of Laws			
Experience	1 years of relevant experience			
Eligibility	RA 1080 (Bar)			
Trainings	4 hours of relevant training			

B. Recommended Additional Requirements	
	Excellent written and verbal communication skills
	At least 1 year of supervisory and managerial experience
	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
	MCLE Compliant
KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Impartial, Evidence- Based, and Speedy Disposition of Complaints and Cases (includes private school matters)	• Evaluates and makes recommendations on complaints • Evaluates and makes recommendations on matters/issues involving private schools • Conducts preliminary/ fact finding investigation in sensitive and complex complaints, including matters concerning private schools • Appears in hearings/ proceedings for the prosecution of administrative cases • Prepares resolution, formal charge, decision, comment for cases on appeal and other pleadings • Drafts decisions and other actions on complaints filed against private schools
Effective and Efficient In-House General Legal Services	• Prepares legal opinion, interpretation and /or advice on laws, rules and regulations, and policies concerning the Department. • Prepares/recommends replies or actions on legal matters • Drafts/ reviews contracts, agreements and other legal instruments • Drafts motions for reconsiderations or other actions on cases within its functional and administrative jurisdiction • Assists in cases handled by the Office of the Solicitor General • Appears in tribunals and administrative bodies in behalf of RO/SDO • Performs other functions as may be assigned by the appropriate authority
Regular Monitoring and Timely Submission of Reports on Matters which are Required by Law	• Assists the Attorney IV in ensuring the timely submission of reports as may be required by law and rules • Assists the Attorney IV in representations and coordination tasks for the Legal Unit

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Legal Service to SDOs without Attorney III positions/appointees	• Similarly renders in the SDO the foregoing duties and responsibilities (in the RO) to ensure the impartial, evidence-based and speedy disposition of complaints and cases, and effective and efficient in-house legal service, within the functional and administrative jurisdiction of the SDO • Assists Formal Investigating Committees during the Formal Investigation (act as amicus curiae), as requested • Evaluates requests for clearance and certification on pendency and non-pendency of administrative case • Assists the Office of the Schools Division Superintendent in safeguarding the Department's rights and interests on school sites ◦ Coordinates with CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of Special Patent or Certificate of Title of schools sites ◦ Prepares/reviews documents pertaining to school site (ex. Deed of Donation, Usufruct, Sale; Title, Tax Declaration ◦ Coordinates with appropriate authorities for issues/concerns relating to school sites ◦ Conducts ocular inspection on school sites to validate issues and concerns. • Assists the OSDS in the timely submission of report on matters which are required by law and rules • Leads and manages the work of the SDO Legal Unit Plan/organize the work of the Legal Unit (WFP and APP), as may be applicable • Performs other tasks as may be assigned by the SDS