



**PRIVATIZATION AND MANAGEMENT OFFICE (PMO)  
NOTICE OF VACANT POSITIONS**

2 March 2023

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Attorney IV	23	Bachelor of Laws	2 years relevant experience	8 hours of relevant training	R.A. 1080 (Bar Eligibility)	Office of the Deputy Privatization Officer for Legal Services	

Please address your application letter to PMO Chief Privatization Officer **MAAN VANESSA L. DOCTOR** and submit through email address [dmgmadeja@pmo.gov.ph](mailto:dmgmadeja@pmo.gov.ph) with soft copies (PDF format) of the following requirements:

1. Personal Data Sheet (downloadable at [www.csc.gov.ph](http://www.csc.gov.ph))/Curriculum Vitae with current 2x2 picture
2. Service Record/Employment Certificates
3. Certificates of Trainings/Seminars attended
4. Certificate of Bar or Board Rating and License
5. School Transcript of Records and Diploma

The original documents should be presented once requested for validation. PMO shall not consider applications received after the deadline (10 days after publication of this notice). For any queries, call Human Resources at telephone no. 8818-8304.

*\*Provided under the Civil Service Commission (CSC) Qualification Standards Manual and Memorandum Circular No.14, s. 2018.*

**Approved for Posting:**

  
**ELLEN H. RONDAEL**  
Deputy Privatization Officer  
Chairperson, Human Resource Merit Promotion  
and Selection Board

POSITION TITLE	BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES
Attorney IV	<p>The Attorney IV will be tasked to do the following duties and submit such outputs to the Attorney V/ Deputy Privatization Officer (DPO) for Legal Services within the required time:</p> <ol style="list-style-type: none"> <li>1. Draft legal opinion requested by other office/division.</li> <li>2. Draft contracts or agreements.</li> <li>3. Conduct legal research and other related topics.</li> <li>4. Attend to/assist on other matters such as consolidation of title, foreclosure proceedings, etc.</li> <li>5. Implement other tasks in accordance with the instruction of the Attorney V/DPO.</li> </ol> <p>The Attorney IV will work under the Office of the DPO for Legal Services which is responsible for rendering legal services in support to PMO's disposition efforts such as drafting or reviewing contracts, giving legal opinion, monitoring, managing or handling legal cases.</p>