



## PRIVATIZATION AND MANAGEMENT OFFICE (PMO)

### NOTICE OF VACANT POSITIONS

21 September 2022

Item No.	Position Title	Salary Grade	QUALIFICATION STANDARDS*				Place of Assignment	Other Requirements/ Considerations
			Education	Experience	Training	Eligibility		
1	Attorney V	25	Bachelor of Laws	3 years relevant experience	16 hours of relevant training	R.A. 1080 (Bar Eligibility)	Office of the Deputy Privatization Officer for Legal Services	1. Excellent oral and written communication skills 2. Teamwork abilities 3. Extensive research skills 4. Time management skills

Please address your application letter to PMO Chief Privatization Officer **MAAN VANESSA L. DOCTOR** and submit through email address **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 V	<p>The Attorney V will be tasked to do the following duties and submit such outputs to the Deputy Privatization Officer (DPO) for Legal Services within the required time:</p> <ol style="list-style-type: none"> <li>1. Prepare legal opinion requested by other office/division.</li> <li>2. Review proposed contracts or revisions to draft contracts or agreements.</li> <li>3. Prepare pleadings and other case documents for transmittal/delivery to OSG.</li> <li>4. Prepare response to correspondences from government agencies and other entities.</li> <li>5. Review proposals on privatization/disposition policies.</li> <li>6. Represent PMO in external meetings/conferences.</li> </ol> <p>The Attorney V 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 cases.</p>