



# DEPARTMENT OF FOREIGN AFFAIRS

## Job Vacancy

### Attorney III (Casual)

**Salary Grade:** 21 (Php 70,013.00)

**Other Benefits/Incentives:**

*(Entitlement is subject to existing guidelines, rules and regulations)*

- GSIS, PhilHealth, Pag-Ibig
- Monthly Personnel Economic Relief Allowance
- Mid-Year Bonus
- Year-End Bonus
- Clothing Allowance
- Cash Gift
- Leave Credits
- Terminal Leave Benefits
- Health Insurance
- Training & Wellness Programs

**Number of Vacant Position/s:** One (1)

**Office Location:** Human Resources Management Office (HRMO) - Administrative Compliance Section (ACS), DFA Temporary Headquarters - Double Dragon Tower, EDSA Ext., Pasay City

**Minimum Qualifications:**

- ❖ **Education:** Bachelor of Laws
- ❖ **Experience:** 1 year of relevant experience
- ❖ **Training:** 4 hours of relevant training
- ❖ **Eligibility:** RA 1080 (Member of the BAR)

**Other Qualifications:**

- ❖ One (1) year relevant experience in one or a combination of the following practice of law: administrative/corporate/legal/judicial or quasi-judicial proceedings, and other related disciplines;
- ❖ Mandatory Continuing Legal Education (MCLE) Compliant (for those who are not exempted to comply with the current MCLE compliance period);
- ❖ Must be able to demonstrate skilled proficiency on R.A. 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees", Administrative Law, Civil Service Laws, such as the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), and other related laws and jurisprudence related to administrative justice;
- ❖ Excellent written and verbal communication skills; and
- ❖ Basic knowledge in computer operation (such as Microsoft Office and Google Workspace), and use of the internet as a tool for research and information gathering.

Interested applicants are requested to submit in PDF format the following documentary requirements to [hrmo.recruitment@dfa.gov.ph](mailto:hrmo.recruitment@dfa.gov.ph) and write in the subject line **Application for Attorney III (Casual) - HRMO-ACS:**

- Duly accomplished DFA application form with colored photo ([https://dfa.gov.ph/images/2022/Forms/DFA\\_Application\\_Form\\_Revision\\_02.pdf](https://dfa.gov.ph/images/2022/Forms/DFA_Application_Form_Revision_02.pdf))
- Duly accomplished Work Experience Sheet (<https://dfa.gov.ph/images/2018/job-vacancies/September/03/Work-Experience-Sheet.pdf>)
- Updated resumé
- Copy of diploma and transcript of records
- Copy of Certificate of Admission to the BAR
- Copy of training certificates
- Valid NBI clearance (or proof of renewal or new application)
- Copy of Performance Rating in the last rating period (if applicable)

**Incomplete submission will not be accepted.**

The opportunity for employment shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances pursuant to existing government laws, rules and regulations.



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### General Functions:

- ❖ Provide legal counsel and opinion as requested by HRMO, specifically on issues concerning administrative and personnel matters;
- ❖ Process complaints and draft appropriate documents addressed to personnel being complained of (i.e. issuance of show cause orders and/or requests for comments/explanation);
- ❖ Conduct an assessment or evaluation of reports submitted to HRMO with recommendations on possible administrative disciplinary and/or non-disciplinary actions, if warranted;
- ❖ Conduct preliminary investigation on complaints which have been subjected to administrative disciplinary proceedings;
- ❖ Ensure the Department's compliance with relevant laws, CSC rules/regulations and court processes by monitoring and coordinating with the concerned offices for the proper implementation and enforcement thereof in the workplace;
- ❖ Draft and transmit communications and responses to requests from both internal (i.e. other offices in the Department) and external clients (i.e. government agencies and the general public);
- ❖ Maintain databases and matrices of existing case records; and
- ❖ Perform other duties that may be assigned from time to time.

Most qualified applicants will be invited for examination and interview at the email address indicated in their application form.

**Deadline of submission of application is on 01 May 2025 at 5:00 P.M.**