



TERMS OF REFERENCE

OFFICE	Legislative and Legal Service
JOB TITLE / POSITION	Attorney III
JOB LEVEL	2 - Technical, Salary Grade 21 (Php 67,005.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	Education: Bachelor of Laws Experience: One (1) year relevant experience Training: Four (4) hours of relevant training Eligibility: RA 1080 (Bar)
JOB OBJECTIVE	To efficiently and effectively perform legal and legislative technical tasks for the accomplishment of the deliverables of the LLS.
KEY RESULT AREAS	Effective legal and responsive legislative assistance to OPAPRU.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Act as focal person to the different departments of OPAPRU, as may be assigned by the LLS Head;2. Provide Secretariat support to the National Amnesty Commission (NAC) through the LLS as focal unit for NAC Secretariat by virtue of EO 125 s. 2021 as amended by EO 47. S 2023;3. Prepare technical reports and other correspondences; and4. Assist the LLS Head in the conduct of the following functions:5. Draft mandatory compliance to concerned departments/units or agencies;6. Assist the LLS Head in conducting legal research and documentation on the preparations for the Amnesty Program;7. Review proposed legislations of the OPAPRU based on the OPAPRU legislative agenda;8. Provide legal assistance in the formulation of rules governing the programs, activities and policies of OPAPRU;9. Provide legal assistance in recommending, as may be necessary, legislative and constitutional reforms in the attainment of lasting, peace, unity, and reconciliation;10. Assist the different units and services in the conduct of Legal Research;11. Act as LLS representative to internal meetings of the OPAPRU as may be assigned by the LLS Head;12. Act as OPAPRU representative to inter-agency bodies or technical working groups on legislation as may be assigned by the LLS Head; and13. Perform other tasks as may be assigned by the LLS Head.