



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Legislative and Legal Service
JOB TITLE / POSITION	Attorney III
DESIGNATION (if applicable)	
JOB LEVEL	Technical, Salary Grade 21 (PhP 63,997.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	Education: Bachelor of Laws Experience: One (1) year relevant experience Training: Four (4) hours 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. Prepare technical reports and other correspondences; 3. Assist the LLS Head in the conduct of the following functions: 4. Draft mandatory compliance to concerned departments/units or agencies 5. Assist the LLS Head in conducting legal research and documentation on the preparations for the Amnesty Program; 6. Assist the LLS Head in drafting suggested Implementing Rules and Regulations of the National Amnesty Commission and liaise with the legislative and legal offices; 7. Review proposed legislations of the OPAPRU; 8. Assist in the formulation of rules governing the activities of OPAPRU; 9. Assist in recommending, as may be necessary, legislative and constitutional reforms in the attainment of lasting, peace, unity, and reconciliation; 10. Assist the different departments in 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; and 13. Perform other tasks as may be assigned by the LLS Head.