



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

**TERMS OF REFERENCE**

<b>OFFICE</b>	<b>Legislative and Legal Service</b>
<b>JOB TITLE / POSITION</b>	<b>Attorney V</b>
<b>DESIGNATION (if applicable)</b>	
<b>JOB LEVEL</b>	Technical, Salary Grade (SG) 25 - Contractual
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>CSC MINIMUM QUALIFICATIONS</b>	Education: Bachelor of Laws Experience: Three (3) years of relevant experience Training: Sixteen (16) hours of relevant trainings Eligibility: R.A. 1080 (Bar)
<b>JOB OBJECTIVE</b>	To efficiently and effectively oversee and facilitate the accomplishment of the deliverables of the LLS.
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"> <li>1. Compliance to laws and adherence to government rules and regulations of all transactions of the OPAPRU as well as the daily operations of the agency;</li> <li>2. Effective representation of the agency which includes timely submission of needed/required legal documents to judicial, quasi-judicial, and/or administrative bodies;</li> <li>3. Effective legal and responsive legislative assistance to OPAPRU.</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Assist the different departments in Legal concerns and Research;</li> <li>2. Act as LLS Deputy Director;</li> <li>3. Provide assistance in the attainment of the unit's mandate vis-à-vis that of OPAPRU's, which includes all aspects of management and supervision in terms of producing deliverables based on set targets;</li> <li>4. Assist the Director of the LLS in drafting a legal opinion;</li> <li>5. Assist the Director in the over-all supervision of the division in terms of technical and administrative matters;</li> <li>6. Review all documents prepared by Attorney IV, Attorney III and Legal Assistants;</li> <li>7. Supervise the performance of duties and responsibilities of the staff under him/her within LLS;</li> <li>8. Assist the Director in monitoring mandatory compliance to concerned departments/units or agencies;</li> <li>9. Take charge of administrative concerns such as personnel, finance, etc. which shall include review of contracts, giving legal advice, and render legal opinion;</li> <li>10. Conduct legal research and documentation on the preparations for the Amnesty Program;</li> <li>11. Provide legal recommendations and other legal concerns which may be necessary in the preparation for the Amnesty Program;</li> </ol>

	<ol style="list-style-type: none"><li>12. Review all the legal documents prior to any further actions and render legal opinion on any issues concerning the program on Amnesty;</li><li>13. Review Contracts/MOAs/MOUs involving OPAPRU;</li><li>14. Provide legal recommendations and other legal concerns which may be necessary in the efficient implementation of the program on Amnesty;</li><li>15. Review all the legal documents prior to any further actions and render legal opinion on any issues concerning the program on Amnesty;</li><li>16. Act as LLS representative to internal meetings of the OPAPRU as may be assigned by the Director;</li><li>17. Act as OPAPRU representative to inter-agency bodies as may be assigned by the Director of the LLS;</li><li>18. Perform other tasks as may be assigned by the Director of LLS.</li></ol>
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