



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ATTORNEY IV	
2. ITEM NUMBER		3. SALARY GRADE	
ATY4-8-2010		23	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
STATE UNIVERSITIES & COLLEGES		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
LEGAL OFFICE		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		P83,659/month	2,000 ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
PRESIDENT		PRESIDENT	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
Legal Assistant III		LEA3-11-2023	
Legal Assistant II		LEA2-9-2023	
Legal Assistant II		LEA2-10-2023	
Administrative Aide VI		ADA6-116-2023	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, printer, recorder			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To serve as the legal arm of the University tasked with the functions of handling legal cases involving the university system, its official, employees and students in their official capacities.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible for the provision of legal services in the form of rendering legal advice, conducting researches and studies, preparing appropriate documentation, litigation, contract administration and other legal services which will adequately protect and/or enhance VSU's interests.			

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level	
Percentage of Working Time	(State the duties and responsibilities here:)		
20%	1. Draft, review and notarize contracts, MOAs, and other legal documents prior to taking actions by the University President.	2	
20%	2. Conduct fact-finding investigation on cases involving university employees and students and submit report, findings and recommendations within the prescribed period.	2	
10%	3. Render legal assistance to University President and other key officials.	2	
10%	4. Prepare legal pleadings and other documents necessary relative to pending cases whether civil, criminal or administrative where the university or its faculty and staff in their official capacity are party litigants for review and submission to the Office of the Solicitor General.	2	
10%	5. Administer oath for SALN, PDS, no pending case and request for records.	2	
10%	6. Represent the University and its campuses in litigation before judicial and quasi-judicial bodies;	2	
10%	7. Conduct research on legal matters and submit recommendations when appropriate.	2	
10%	8. Performs other functions as required by the University President.	2	

23. ACKNOWLEDGMENT AND ACCEPTANCE:	
<p>I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  KAREN ABEGAIL S. MONTERON Employee's Name, Date and Signature </div> <div style="text-align: center;">  PROSE IVY G. YEPES Supervisor's Name, Date and Signature </div> </div>	