



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

POSITION : **ATTORNEY II**
SALARY : **SG18 (P52,417.20 inclusive of 20% premium)**
STATUS OF EMPLOYMENT : **CONTRACT OF SERVICE**
AREA OF ASSIGNMENT : **COMPLAINTS AND INVESTIGATION DIVISION**

QUALIFICATION STANDARDS

EDUCATION : **BACHELOR OF LAWS/JURIS DOCTOR**
TRAINING : **ATLEAST 24 HOURS RELATED TRAINING IS AN ADVANTAGE**
WORK EXPERIENCE : **PREFERABLY WITH ONE (1) YEAR RELEVANT EXPERIENCE**
ELIGIBILITY : **RA 1080 (BAR)**

JOB SUMMARY

DUTIES AND RESPONSIBILITIES

- Assist Legal and Enforcement Office (LEO) lawyers in the conduct of investigation of complex complaints and concerns under the case decongestion and quick response initiative and other cases;
- Draft orders and other issuances in relation to pending cases;
- Draft resolution on motions submitted by parties;
- Conduct research in relation to the assigned pending cases;
- Assist in case management of pending cases as assigned;
- Perform other related function as assigned.



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