

OFFICE OF THE DIRECTOR

ATTORNEY IV

Plantilla Item No. : OSEC-DENRB-ATY4-21-2014
Salary Grade : 23
Education : Bachelor of Laws
Experience : 2 years of relevant experience
Training : 8 hours of relevant training
Gov't. Sector : GFI/Local/National
Eligibility : RA 1080
Place of Assignment : ERDB-OD, Los Baños, Laguna

COMPETENCY

1. Exemplifying Integrity
 - Advance: Influences others to observe and/or adhere to the policies, rules and other standards set by the agency
2. Delivering Service Excellence
 - Advance: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility, intelligence and skills
3. Solving Problems and Making Decisions
 - Advance: Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions are partial or minimal and need to be identified
4. Demonstrating Personal Effectiveness
 - Advance: Recognizes personal strengths and gaps and seeks guidance or resources in laying out development and/or improvement plans
5. Championing and Applying Innovation
 - Advance: Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures
6. Writing Effectively
 - Advance: Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy

7. Speaking Effectively
 - Advance: Effectively delivers messages that require careful planning for the method used and the possible impact of the message (audience may be a large group, i.e., office, organization). Focus of communication is to relay information and to build motivation
8. Strategic Leadership (Thinking Strategically and Creatively)
 - Intermediate: Ensures that others support the ERDB's mission, goals, agenda, climate, and policy
9. Leading Change
 - Intermediate: Ensures the effective implementation of any change initiatives/programs of the ERDB by guiding the team in the transition process
10. People Development (Creating and Nurturing a High Performing Organization)
 - Intermediate: Motivates, trains, coaches and mentors people towards achieving quality results
11. Partnership and Networking (Building Collaborative and Inclusive Working Relationships)
 - Intermediate: Builds and develops local partnerships and networks and identifies to deliver or enhance work outcomes

DUTIES & RESPONSIBILITIES

1. Provides the Director legal counsel in all matters pertaining to their official duties or concerns.
2. Reviews and recommends proper action on contracts.
3. Ensures that all proposed internal policies, rules and regulations are reviewed and revised as to substance, form and legality.
4. Makes preliminary studies of administrative charges and conducts formal investigation as required.
5. Conducts legal research especially on forestry laws and regulations and recommends proper action.
6. Interprets all policies affecting the Bureau.
7. Represents the Bureau in conferences and seminars involving legal and policy matters.
8. Appears in any case involving the Bureau.
9. Performs other duties the Director may assign.