

09 May 2017

MEMORANDUM

FOR : The Manager, Corporate Planning and MIS Dept.

FROM : The Manager, Admin. Services Dept.



SUBJECT : POSTING OF VACANCY IN THE PFDA WEBSITE

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We would like to request posting of the attached Vacancy Announcement Form (VAF) in the PFDA website, in compliance with Republic Act No. 7041.

We will issue an official notice for the deletion of the said VAF once the position is filled up.

For your appropriate action.

  
VICTOR LIZARDO 

*Position for Posting: Attorney III (Item No. CO - 135, Legal Division)*

PFDA - CPMISD RECEIVED  
BY:   
DATE: 5/10/17/11:04am

# PHILIPPINE FISHERIES DEVELOPMENT AUTHORITY

VACANCY ANNOUNCEMENT NO. 2017 - 001

Date Issued: 08 May 2017

POSITION	ANNUAL SALARY/ SALARY GRADE	OFFICE/UNIT	ITEM NO.	QUALIFICATION STANDARDS			
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney III	Php473,916 (SG 21)	CENTRAL OFFICE - LEGAL DIVISION	CO - 35	Bachelor of Laws	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080 (BAR)
Brief description of the general function of the position	Under general supervision, the position is responsible for (a) the preparation of legal opinions, pleadings, communications, reports of investigations and other pertinent documents; (b) the conduct of administrative investigations, hearings and related activities, and (c) other related duties that may be assigned by the immediate supervisor from time to time.						

## REQUIRED COMPETENCIES

- **Results and Action Orientation**  
*Advanced: Takes responsibility for delivery of expected results in unit operations and implementation of plans, programs and activities*
- **Mindfulness and Attention to Details**  
*Advanced: Monitors and evaluates work processes and outcomes against prescribed standards to achieve quality results*

- **Teamwork**  
*Advanced: Coordinates the work of staff/team members by providing guidance and effective supervision*
- **Organizational Awareness**  
*Advanced: Ensures staff/team members' awareness of the agency's vision, mission and core values*
- **Customer focus**  
*Advanced: Consults with clients and stakeholders to gain a better understanding of their existing and future concerns given the developments in the environment where they operate*
- **Flexibility**  
*Advanced: Considers and explains the long-term benefits/advantages of adjustments in work processes and procedures*
- **Embracing Change**  
*Advanced: Encourages staff and team members to be open-minded and consider new perspectives in addressing the challenges at work*
- **Accountability**  
*Advanced: Encourages transparency and accountability in the accomplishment of work targets*
- **Commitment to Ethical Work Values**  
*Expert: Encourages transparency and accountability in the accomplishment of work targets*
- **Professional Demeanor**  
*Expert: Adapts easily and interacts well with stakeholders, other government officers and experts toward the attainment of agency strategic priorities*
- **Ability to Learn**  
*Advanced: Evaluates one's current skills level and development needs as well as those of one's team members/co-workers*
- **Initiative**  
*Advanced: Plans for potential changes, problems and opportunities in unit/ organizational goals and takes appropriate action*

Functional/Technical Competencies	Leadership Competencies	Other Job Requirements
<ul style="list-style-type: none"> <li>• Administrative Disciplinary Cases</li> <li>• Contract Review</li> <li>• Governance and Jurisprudence</li> <li>• Legal Documentation</li> <li>• Legal Assistance and Services</li> <li>• Technical Writing</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• Resource Management</li> <li>• Strategic Thinking and Management</li> <li>• Performance Management</li> <li>• Managing Staff Development</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to go on field assignments</li> <li>• Computer literate</li> </ul>

Interested and qualified individuals including differently abled persons (DAP), members of Indigenous Communities (ICs), and those from any Sexual Orientation and Gender Identities (SOGI) may apply for subject position. Applicants should signify their interest in writing (indicating the office and item number of the vacancy in the application letter) and attach the following requisite documents to their application letters:

1. Fully accomplished Personal Data Sheet (*CS Form 212, Revised 2017* which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph))
2. Performance ratings in the last two (2) rating periods preceding this publication
3. Copy of Authenticated Certificate of Eligibility and Certificate of BAR Exam Results
4. Photocopy of Diploma
5. Photocopy of Transcript of Records
6. Photocopy of Training Certificates (for relevant Learning and Development availments only)

*Important: Applicants shall submit the results of the Pre-Employment Test and Ethics-Oriented Personality Test (per CSC MC No. 6, s. 2017) and Psychological Exam (per DA-OSEC memo of 13 January 2017).*

Please submit applications and supporting documents to the following address **not later than 09 June 2017**:

ATTY. GLEN A. PANGAPALAN  
 General Manager  
 Philippine Fisheries Development Authority  
 PCA Annex Building, Elliptical Road, Diliman, Quezon City

***Note: Applications with incomplete documents will not be entertained. Original copies of the pertinent documents should be presented to the ASD/HRD (PSB Secretariat) for verification purposes.***