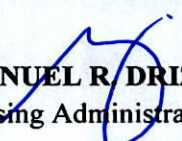
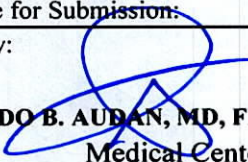


## NOTICE OF JOB VACANCY

<b>Position:</b> <b>ATTORNEY IV - Full Time (FT)</b>	<b>Salary Grade:</b> <b>23</b>
	<b>Monthly Salary:</b> <b>P    87,315.00</b>
<b>DIVISION:</b> <b>Office of the Medical Center Chief</b>	<b>OFFICE:</b> <b>Legal Office</b>
<b>ITEM NO:</b> <b>ATY4-750223-2013</b>	
<b>Minimum Qualification Standards (per CSC QS Manual)</b>	
<b>Education:</b> <b>Bachelor of Laws</b>	
<b>Experience:</b> <b>2 years of relevant experience</b>	
<b>Training:</b> <b>8 hours of relevant training</b>	
<b>Eligibility:</b> <b>RA 1080 (Lawyer)</b>	
<b>Additional Qualifications Preferred: (End-User's Preference)</b>	
<b>Education:</b> <b>Bachelor of Laws</b>	
<b>Experience:</b> <b>2 years of relevant experience</b>	
<b>Training:</b> <b>8 hours of relevant training</b>	
<b>Eligibility:</b> <b>RA 1080 (Lawyer)</b>	
<p>Interested and qualified applicants should register @ <a href="http://hrmo.spmcdvo.net">hrmo.spmcdvo.net</a> and submit the following to the Human Resource Management Office viz:</p> <ol style="list-style-type: none"> <li>1) Application Letter addressed to <b>Dr. Ricardo B. Audan, MD, FPAFP, FPSMSG, DPA, CHA</b> Medical Center Chief II, Southern Philippines Medical Center, J.P. Laurel Avenue, Davao City, <b>stamped received by that office;</b></li> <li>2) Printed copy of Personal Data Sheet (PDS) encoded @ the <b>HRMO Web Portal</b> with Hard copy of Work Experience Sheet (WES) (<b>link: <a href="https://tinyurl.com/5wua6mf8">https://tinyurl.com/5wua6mf8</a></b>). This PDS and WES will be forwarded to Civil Service Commission (CSC) together with the appointment.</li> <li>3) Photocopy from authenticated copy of Diploma and Transcript of Records (<i>authenticated by the school registrar</i>).</li> <li>4) Photocopy of unexpired Integrated Bar of the Philippines (IBP) License</li> <li>5) Photocopy from the authenticated copy of Bar Examination Rating</li> <li>6) Photocopy of Certificate of relevant trainings/seminars attended</li> <li>7) Photocopy of Certificate of Previous Employment, if reflected in the PDS</li> <li>8) Individual Performance Commitment Review (IPCR) <b>July-December 2024</b>, if currently employed in government</li> <li>9) Duly accomplished Competency Proficiency Assessment Form (<b>Form available @ HRMO</b>)</li> </ol>	
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1) All qualified next-in-rank shall be automatically candidates for promotion. However, a Letter of Intent shall still be required. Failure to do so will automatically waive their right to be included as candidates.</li> <li>2) Only applications with complete supporting documents <b><i>filed within the deadline shall be processed</i></b>. Those found to be qualified shall be scheduled to take the qualifying examination. The passing grade that an applicant must obtain is <b><i>Eighty Percent (80%)</i></b> for both examinations.</li> <li>3) Applicants who passed the qualifying examination shall undergo the Behavioral Events Interview.</li> <li>4) Persons with disability (PWD), indigenous people and those with diverse sexual orientation, gender identity and expression (SOGIE) are encouraged to apply.</li> <li>5) <b>Only shortlisted applicants will be notified.</b></li> </ol>	
<b>Date Posted:</b> <b>01/09/2025</b>	<b>Deadline for Submission:</b> <b>01/31/2025</b>
<b>Prepared by:</b>  <div style="text-align: center;">   <b>EMMANUEL R. DRIZ, CPA, MPA</b>  Supervising Administrative Officer, HRMO </div>	<b>Noted by:</b>  <div style="text-align: center;">   <b>RICARDO B. AUDAN, MD, FPAFP, FPSMSG, DPA, CHA</b>  Medical Center Chief II </div>
<b>Date Prepared:</b> <b>01/09/2025</b>	<b>Date Signed:</b> <b>01/09/2025</b>