



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
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ANNOUNCEMENT!!!
JULY 10, 2020

The **Regional Personnel Selection and Promotion Board (RPSPB)** is pleased to announce that the hereunder positions are now open:

1. Bantay – Korapsyon Regional Legal Officer (1)/SG 22 – Php 65,319 (Regional Office)

For Bantay – Korapsyon Regional Legal Officer position, the minimum requirements of the position shall be as follows, viz:

1. A graduate of Bachelor of Laws/Juris Doctor
2. Must be a member of the Bar
3. Must be willing to do ocular visits/fact-finding
4. Must be able to work with minimal supervision
5. Must possess investigative skills and excellent writing, research and communication skills

Functions:

- ✓ Prepare case digests and evaluation reports of the corruption complaints received by the office and recommend necessary actions thereof;
- ✓ Provide technical expertise and lead in the conduct of case build-up and fact-finding inquiries as referred by the Bantay-Korapsyon – Program Management Office (BK-PMO) and any cases involving corruption as referred by other government agencies;
- ✓ Prepare an outline of facts and issues involved in cases set for fact-finding;
- ✓ Assist the BK-PMO Central Office Team in the implementation and development of policies and protocols of the legal component of the Bantay-Korapsyon – Program;
- ✓ Assist in the development tools for case build-up and protocols for investigation;
- ✓ Prepare correspondence and communication materials such as memoranda and letters with regard to the actions undertaken on the complaints received;

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We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).

- ✓ Attend to the complaints from walk-in clients and referrals from the provinces, municipalities and barangays;
- ✓ Attend, facilitate and/or document assemblies, trainings, meetings, for a, conferences, workshops, field visits and other related activities;
- ✓ Regularly report to the Program Manager I of the BK-PMO;
- ✓ Perform other tasks given by the Program Manager I, Regional Legal Officer, Regional Director, Supervising Authority; and
- ✓ In consideration of the foregoing, be duly authorized to travel, if needed, and attend relevant activities relative to the program.

2. Bantay – Korapsyon Regional Legal Assistant (4)/SG 15 – Php 30,531 (Regional Office)

For Bantay – Korapsyon Regional Legal Assistant position, the minimum requirements of the position shall be as follows, viz:

1. Bachelor's Degree preferably a graduate of Bachelor of Laws/Juris Doctor, Legal Management, Political Science, or other related programs
2. Preferably with Paralegal Trainings attended
3. Must have a background on legal principles or with experience on Bantay-Korapsyon Program or similar program
4. Excellent writing and oral communication skills, strong research skills and legal proficiency particularly in anti-graft and corruption laws and policies, with interest in public service

Functions:

- ✓ Be the assistant focal person in the regional level of the Bantay-Korapsyon for the proper implementation of the program in the field and facilitation of visits by the Supervising Authority (SA) and/or other Officers;
- ✓ Assist in the management of local government complaints and endorse/refer to proper agency concerned;
- ✓ Draft communications in reply to received local government complaints, to be approved by the concerned DILG Regional Director;
- ✓ Maintain database on all local government complaints;
- ✓ Assist the Bantay-Korapsyon Legal Officer in establishing links with major educational institutions and CSOs in the region for purposes of advocating against corruption;
- ✓ Assist the Bantay-Korapsyon Legal Officer in coordination with the Regional and Provincial directors, ensure the compliance of LGUs to requirements implemented by the Department through the PMO to prevent corruption;
- ✓ Assist the Bantay-Korapsyon Legal Officer in the submission to Supervising authority, through the BK-PMO, quarterly reports with

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documentation approved by the Regional Director on the implementation of the program in the field with highlights on major of an official for corruption, among other major accomplishments;

- ✓ Attend assemblies and other such meetings organized and facilitated by the Regional Office and Central Office;
- ✓ In consideration of the foregoing, be authorized to travel if needed; and
- ✓ Perform other tasks assigned by the Regional Legal Officer and Regional Director.

3. Bantay – Korapsyon Regional Coordinator (1)/SG 13 – Php 25,232 (Regional Office)

For Bantay – Korapsyon Regional Coordinator position, the minimum requirements of the position shall be as follows, viz:

1. Bachelor's Degree preferably a graduate of Social Sciences, Development Studies, Public Administration or related programs
2. Strong organizational and problem-solving skills, excellent communication skills both written and oral

Functions:

- ✓ Render technical assistance for the proper implementation of the program in the field and facilitation of visits by the Supervising Authority (SA) and/or other Officers;
- ✓ Draft communications/endorsement on received complaints, to be approved by the concerned DILG Regional Director;
- ✓ Assist in the maintenance database on all local government complaints;
- ✓ Assigned in the information, data/records management of Bantay-Korapsyon;
- ✓ Assist the Bantay- Korapsyon Legal Officers in the submission to Supervising Authority, through the BK-PMO, quarterly reports with documentation approved by the Regional Director on the implementation of the program in the field with highlights on major of an official for corruption, among other major accomplishments;
- ✓ Attend assemblies and other such meetings organized and facilitated by the Regional Office and Central Office;
- ✓ In consideration of the foregoing, be authorized to travel if needed; and
- ✓ Perform other tasks assigned by the Regional Legal Officer and Regional Director.

This Office highly encourages all interested and qualified applicants, including persons with special needs, members of indigenous communities, and those

with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested applicants may submit their letter of intent or application letter and Personal Data Sheet in the nearest field office to be processed and endorsed by the respective DILG Provincial Office.

All applications to the above mentioned positions must be submitted to this level on or before **August 3, 2020**.

For information and widest dissemination.


LAILYN A. ORTIZ, CESO V
Assistant Regional Director
Chairperson, RPSPB

Noted by:


JOSEPHINE CABRIDO-LEYSA, CESO III.
Regional Director

FAD: DTS:
PS
FIELD OFFICES
DIVISION CHIEFS

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