



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

**TERMS OF REFERENCE**

OFFICE	<b>Legislative and Legal Service</b>
JOB TITLE / POSITION	<b>Legal Assistant</b>
DESIGNATION (if applicable)	
JOB LEVEL	Technical, Salary Grade (SG) 12 - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	Education: BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses Experience: <i>None required</i> Training: Four (4) hours of relevant training Eligibility: <i>None required</i>
JOB OBJECTIVE	To efficiently and effectively perform research and provide assistance to technical tasks for the accomplishment of the deliverables of the LLS.
KEY RESULT AREAS	Effective legal assistance to OPAPRU.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Act as focal person to the different departments of OPAPRU, as may be assigned by the LLS Director;</li> <li>2. Prepare technical reports and other correspondences; and</li> <li>3. Assist the LLS Director in the conduct of the following functions:</li> <li>4. Draft mandatory compliance to concerned departments/units or agencies</li> <li>5. Assist the Deputy Director in conducting legal research and documentation on the preparations for the Amnesty Program;</li> <li>6. Assist the Deputy Director in drafting suggested Implementing Rules and Regulations of the National Amnesty Commission and liaise with the legislative and legal offices;</li> <li>7. Review proposed legislations of the OPAPRU;</li> <li>8. Assist in the formulation of rules governing the activities of OPAPRU;</li> <li>9. Assist in recommending, as may be necessary, legislative and constitutional reforms in the attainment of lasting, peace, unity, and reconciliation;</li> <li>10. Assist the different departments in Legal Research;</li> <li>11. Act as LLS representative to internal meetings of the OPAPRU as may be assigned by the LLS Director;</li> <li>12. Act as OPAPRU representative to inter-agency bodies or technical working groups on legislation as may be assigned by the LLS Director; and</li> <li>13. Perform other tasks as may be assigned by the LLS Director.</li> </ol>