



TERMS OF REFERENCE

OFFICE	Legislative and Legal Service
JOB TITLE / POSITION	Attorney IV
DESIGNATION (if applicable)	
JOB LEVEL	Technical, Salary Grade 23 (PhP 80,003.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
CSC MINIMUM QUALIFICATIONS	Education: Bachelor of Laws Experience: Two (2) years of relevant experience Training: Eight (8) hours of relevant training Eligibility: RA 1080 (Bar)
JOB OBJECTIVE	To efficiently and effectively perform legal and legislative technical tasks for the accomplishment of the deliverables of the LLS.
KEY RESULT AREAS	Effective legal and responsive legislative assistance to OPAPRU.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Act as focal person to the different departments of OPAPRU, as may be assigned by the LLS Director;2. Prepare technical reports and other correspondences;3. Draft mandatory compliance to concerned departments/units or agencies4. Assist the LLS Director in the conduct of the following functions:5. Develop and formulates policies, programs, plans, strategies, and projects in line with the function of their division6. Review proposed legislations of the OPAPRU;7. Assist in the formulation of rules governing the activities of OPAPRU;8. Assist in recommending, as may be necessary, legislative and constitutional reforms in the attainment of lasting, peace, unity, and reconciliation9. Assist the different departments in Legal Research;10. Act as LLS representative to internal meetings of the OPAPRU as may be assigned by the LLS Director;11. Act as OPAPRU representative to inter-agency bodies or technical working groups on legislation as may be assigned by the LLS Director; and12. Perform other tasks as may be assigned by the LLS Director.