



Department of Agriculture
FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City

WE ARE HIRING!

Three (3) ATTORNEY III

(Contract of Service)

Salary Grade 21 (60,901.00)

Office of the Executive Director

QUALIFICATIONS:

Education : Bachelor of Laws

Experience : One (1) year of relevant experience

Training : Four (4) hours of relevant training

Eligibility : RA 1080

REQUIREMENTS:

Interested and qualified applicants should signify their interest in writing. Send the following requirements to the address below not later than August 23, 2024, 5:00 PM:

1. Letter of intent addressed to the JULIETA B. LANSANGAN, Executive Director III;
2. Personal Data Sheet with attached Work Experience Sheet;
3. Photocopy of license;
4. Photocopy of TOR; and
5. Photocopy of Diploma.

Qualified applicants are advised to send their application to hrrecruitmentcos.fpa@gmail.com or upload their requirements at <https://forms.gle/ZrLybmkJY3ss6MrB9>

Applications with incomplete requirements and/or submitted beyond the deadline shall not be entertained.



hrrecruitmentcos.fpa@gmail.com



<https://fpa.da.gov.ph/>



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DUTIES AND RESPONSIBILITIES:

1. Represents the FPA in courts, administrative bodies, conferences and other related offices;
2. Guides and advises the Executive Director and relevant agency officials on pertinent legal matters;
3. Prepares legal opinions on pertinent legal documents;
4. Prepare/draft, review and revise Legal Opinions, Office Orders, Special Orders, Memorandum Circulars, Contracts, Letters and other legal documents;
5. Prepare/draft pleadings and other legal documents for submission to court in relation to any cases filed by FPA;
6. Draft guidelines on Border Control and Drone-related activities; and
7. Perform other related duties and responsibilities.



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