

**Republic of the Philippines**  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of **OFFICE OF THE GOVERNMENT CORPORATE COUNSEL** in the CSC website:

**ELPIDIO J. VEGA**  
Government Corporate Counsel

Date: October 5, 2018

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Government Corporate Attorney III	OGCCB-GOVCA3-5-1998	27 - 1	102,910.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (3) years of experience in the practice of law.	RA 1080 (Bar)	Knowledge and analytical ability that can identify legal issues from facts can draw conclusions and logical reasoning. Competent in representing a client.	Legal Team
2	Two (2) Government Corporate Attorney II	OGCCB-GOVCA2-1-1998	26 - 1	92,108.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) years of experience in the practice of law.	RA 1080 (Bar)	Knowledge and analytical ability that can identify legal issues from facts can draw conclusions and logical reasoning. Competent in representing a client.	Legal Team
3		OGCCB-GOVCA2-10-1998								
4	Administrative Officer V (Supply Officer III)	OGCCB-ADOF5-6-2005	18 - 1	38,085.00	Bachelor's degree	Eight (8) hours of relevant training	Two (2) years of relevant experience.	CS Professional	Background knowledge in the Government Procurement Reform Act. Knowledge in government procurement principles and processes.	Supply Section
5	Administrative Officer II (Budget Officer I)	OGCCB-ADOF2-1-2017	11 - 1	20,179.00	Bachelor's degree	None required	None required	CS Professional	Knowledgeable in government and financial accounting. Pertinent skills in the preparation of budget reports and financial statements.	Finance Section
6	Administrative Officer II (HRM Officer I)	OGCCB-ADOF2-2-2017							Knowledge in policies and guidelines in Human Resources Management. Skills in Human Resource System's function.	Personnel Section

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
7	Administrative Officer I (Supply Officer I)	OGCCB-ADOF1-3-2017	10 - 1	18,718.00	Bachelor's degree	None required	None required	CS Professional	Knowledge in sourcing, contract and supplies management. Skills in supplies and procurement procedures.	Supply Section
8	Administrative Assistant II (Accounting Clerk III)	OGCCB-ADAS2-4-2017	8 - 1	16,282.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CS Subprofessional	Knowledge in bookkeeping and recordkeeping. Skills in data entry and preparation of financial reports.	Accounting Section
9	Administrative Assistant I	OGCCB-ADAS1-33-2005	7 - 1	15,254.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional	Proficient in oral and written communication. Technological skills that is necessary to perform data.	Administrative
10	Administrative Aide IV	OGCCB-ADA4-46-2005	4 - 1	12,674.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional	Proficient in oral and written communication. Technological skills that is necessary to perform data.	Administrative

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 19, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for six (6) months;
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
**PERSONNEL**  
 3/F MWSS Administration Building, Katipunan Road,  
 Balara, Quezon City  
[ogccpersonnel@yahoo.com](mailto:ogccpersonnel@yaho.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**