

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the OFFICE OF THE GOVERNMENT CORPORATE COUNSEL in the CSC

TERESA C. VEGA

HRMO

Date: January 14, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Government Corporate Attorney II	OGCCB-GOVCA2-3-1998	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
2	Accountant III	OGCCB-A3-1-1998	19 - 1	42,099.00	Bachelor's degree in Commerce or Business Administration Major in Accounting	Eight (8) hours of relevant training.	Two (2) years of relevant experience.	RA 1080 (CPA)	Process payment obligations Preparation of Financial Reports Manage Financial Records	Administrative
3	Administrative Assistant III (Stenographic Reporter II)	OGCCB-ADAS3-23-200	9 - 1	17,473.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience.	CS Subprofessional	Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks.	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 January 31, 2019.

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;
2. Performance rating **in the last rating period** (if applicable);
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:

TERESA C. VEGA

Administrative Officer V / Personnel Section

3/F MWSS Administration Building,
Katipunan Road, Balara, Quezon City

[ogccpersonnel@yahoo.com](mailto:ogccpersonnel@ yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

website: