

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: January 9, 2019

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
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.	Legal Team
2	Administrative Assistant III (Stenographic Reporter II)	OGCCB-ADAS3-23-2005	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](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@doj@yahoo.com](mailto:ogccpersonnel@doj@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.