

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 website:

TERESA C. VEGA

HRMO

Date: February 15, 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	Administrative Assistant III (Stenographic Reporter II)	OGCCB-ADAS3-22-2005	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
2	Administrative Assistant III (Stenographic Reporter II)	OGCCB-ADAS3-31-2005	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
3	Administrative Assistant I (Stenographic Reporter I)	OGCCB-ADAS1-35-2005	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 other related tasks.	Administrative
4	Administrative Aide VI	OGCCB-ADA6-40-2005	6 - 1	14,340.00	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
5	Administrative Aide III	OGCCB-ADA3-52-2005	3 - 1	11,914.00	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 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 February 28, 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@doj@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.