

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: March 5, 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 | Senior Administrative Assistant I (Stenographic Reporter IV) | OGCCB-SADAS1-9- 2005 | 13 - 1 | 24,224.00 | Completion of two (2) years studies in college | Sixteen (16) hours of relevant training. | Three (3) years of relevant experience. | CS Subprofessional | Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks. | Administrative |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |

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 March 15, 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,
[ogccpersonnel@yahoo.com](mailto:ogccpersonnel@ yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

