

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: May 10, 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	Chief Administrative Officer	OGCCB-CADOF-1-2005	24-1	83,406.00	Master's Degree	40 hours of training in management and supervision.	4 years in position/s involving management and supervision.	CS Professional	Conduct Internal Analysis. Lead in the implementation of programs, projects and system. Implement policies and manage resources.	Administrative
2	Accountant III	OGCCB-A3-1-1998	19 - 1	45,269.00	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

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 June 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,
Katipunan Road, Balara, Quezon City
ogccpersonnel DOJ@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.