

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: July 4, 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 Aide VI (Utility Foreman)	OGCCB-ADA6-44-2005	6-1	14,847.00	High School Graduate with relevant vocational/trade course	One (1) year of relevant experience	Four (4) hours of relevant training	Relevant MC 11 s. 1996	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 **July 19, 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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.