

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: August 27, 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	Supervising Administrative Officer (Budget Officer)	OGCCB-SADOF-2- 2005	22-1	65,319.00	Bachelor's degree relevant to the job.	Sixteen (16) hours of relevant training.	Three (3) years of relevant experience.	CS-Professional	1.) Knowledgeable in government and financial accounting. 2.) Pertinent skills in the preparation of budget proposal, financial plans, budget reports, and financial statements. 3.) Pertinent skills to provide assistance on budgetary matters to various operating units. 4.) Ability to supervise and manage people.	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 **September 16, 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 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@ yahoo.com](mailto:ogccpersonnel@ yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.