

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: June 19, 2020

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	66,867.00	Bachelor's degree relevant to the job.	Sixteen (16) hours of relevant training.	Three (3) years of 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
2	Administrative Assistant III (Stenographic Reporter II)	OGCCB-ADAS3-32-2005	9-1	18,784.00	Completion of two (2) years studies in college.	Four (4) hours of relevant training.	One (1) year of relevant experience.	CS-Subprofessional	1.) Proficient in oral and written communication. 2.) Technological skills that is necessary to perform other related tasks.	Administrative
3	Administrative Aide VI (Clerk III)	OGCCB-ADA6-41-2005 OGCCB-ADA6-43-2005	6-1	15,524.00	Completion of two (2) years studies in college.	None required	None required	CS-Subprofessional	1.) Proficient in oral and written communication. 2.) Technological skills that is necessary to perform other related tasks.	Administrative
4	Administrative Aide IV (Electrician I)	OGCCB-ADA4-51-2005	4-1	13,807.00	Completion of two (2) years studies in college	None required	None required	Relevant MC 11 s. 1996 CS-Subprofessional	1.) Proficient in oral and written communication. 2.) Technological skills that is necessary to perform other related tasks.	Administrative

5	Administrative Aide II (Messenger)	OGCCB-ADA2-55-2005	2-1	12,276.00	Must be able to read and write/Elementary School Graduate	None required	None required	None required	1.) Proficient in oral and written communication. 2.) Technological skills that is necessary to perform other related tasks.	Administrative
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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 3, 2020.**

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@yaho.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.