

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: December 16, 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	Government Corporate Attorney III	OGCCB-GOVCA3-11-1998	27-1	123,839.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Five (3) years of experience in the practice of law.	RA 1080 (Bar)	Knowledge and analytical ability that can identify legal issues from facts, and can draw conclusions and logical reasoning. - Superior Competent in representing a client. - Superior Effective legal writing and oral advocacy. - Superior Ability to train, lead and manage people - Intermediate	Legal Team
2	Accountant III	OGCCB-A3-1-1998	19-1	46,791.00	Bachelor 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
3	Bookkeeper	OGCCB-BKP-1-1998	8-1	17,505.00	Completion of two (2) years studies in college.	Four (4) hours of relevant training	One (1) year of relevant experience.	CS Subprofessional	Process payment obligations. Preparation of Financial Reports. Manage Financial Records.	Administrative
4	Administrative Assistant I (Stenographic Reporter I)	OGCCB-ADAS1-33-2005	7-1	16,458.00	Completion of two (2) years studies in college.	None required	None required	CS Subprofessional	Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks.	Administrative

5	Administrative Aide VI (Clerk III)	OGCCB-ADA6-40-2005	6-1	15,524.00	Completion of two (2) years studies in college.	None required	None required	CS-Subprofessional	Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks.	Administrative
6	Administrative Aide IV (Clerk II)	OGCCB-ADA4-46-2005	4-1	13,807.00	Completion of two (2) years studies in college.	None	None	CS Subprofessional	Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks.	Administrative
7	Administrative Aide I (Utility Worker I)	OGCCB-ADA1-57-2005	1-1	11,551.00	Must be able to read and write/Elementary School Graduate	None required	None required	None required	Proficient in oral and written communication. 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 January 7, 2021.

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.