

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:

**ROMEL A. PITPIT**

**HRMO**

Date: March 2, 2021

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 IV	OGCCB-GOVCA4-2-1998 OGCCB-GOVCA-7-1998	28-1	142,683.00	Bachelor of Laws	Thirty two (32) hours of relevant training	Five (5) 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	Government Corporate Attorney III	OGCCB-GOVCA3-3-1998 OGCCB-GOVCA3-4-1998	27-1	126,267.00	Bachelor of Laws	Sixteen (16) hours of relevant training	Three (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

3	Government Corporate Attorney II	OGCCB-GOVCA2-5-1998 OGCCB-GOVCA2-11-1998	26-1	111,742.00	Bachelor of Laws	Eight (8) hours of relevant training	Two (2) 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
4	Accountant III	OGCCB-A3-1-1998	19-1	48,313.00	Bachelor Degree in Commerce major in Accountancy	Eight (8) hours of relevant training	Two (2) years of experience in the practice of law	RA 1080 (CPA)	Process payment obligations. Preparation of Financial Reports. Manage Financial Records.	Administrative
5	Administrative Assistant II (Accounting Clerk II)	OGCCB-ADAS2-4-2017	8-1	18,251.00	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
6	Administrative Assistant I (Stenographic Reporter 1)	OGCCB-ADAS1-33-2005	7-1	17,179.00	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

7	Administrative Aide VI (Clerk III)	OGCCB-ADA6-41-2005 OGCCB-ADA6-43-2005	6-1	16,200.00	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
8	Administrative Aide IV (Clerk II)	OGCCB-ADA4-46-2005	4-1	14,400.00	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
9	Administrative Aide IV (Electrician)	OGCCB-ADA4-51-2005	4-1	14,400.00	Highschool Graduate/ Completion of relevant vocational or trade course	None required	None required	MC 11,s. 96- Cat. I)	Performs maintenance & repairs of all buildings, facilities & equipments. Electrical wiring skills that is necessary to perform other related tasks.	Administrative
10	Administrative Aide III (Clerk 1)	OGCCB-ADA3-52-2005	3-1	13,572.00	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

11	Administrative Aide II (Messenger)	OGCCB-ADA2-54-2005	2-1	12,790.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required	Managing physical tasks in routing confidential documents. Performs other related tasks.	Administrative
12	Administrative Aide I (Utility Worker I)	OGCCB-ADA1-57-2005	1-1	12,034.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required	Performs maintenance & cleanliness of all buildings, facilities & equipments.	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 March 17, 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](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@yaho.com](mailto:ogccpersonnel@yaho.com)  
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

