

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:

**HRMO**

Date: \_\_\_\_\_

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 Officer V (HRMO III)	OGCCB-ADOF5-4-2005	18-1	43,681.00	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	CS-Professional	Complies policies, rules, standards and PRIME HRM System of the Civil Service Commission - Superior Effective to guidelines on performances, learning and development and discipline - Superior Effective in delivering data, relevant information of employees - Intermediate	Personnel Section

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 25, 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:

Personnel Section  
3/F MWSS Administration Building, Katipunan Road,  
Balara, Quezon City  
[ogccpersonnel DOJ@yahoo.com](mailto:ogccpersonnel DOJ@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.