

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 vacant position, which is authorized to be filled, at the OFFICE OF THE GOVERNMENT CORPORATE COUNSEL in the CSC website:

TERESA C. VEGA
HRMO

Date: July 27, 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	
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 the Four (4) core PRIME HRM System of the Civil Service Commission - Superior Effective to guidelines on recruitment, selection and placement, performances, learning and development and discipline - Superior Effective in delivering data, relevant information of employees - Superior	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 August 10, 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. Very Satisfactory Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and relevant trainings attended.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

