

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:

SONIA P. TUBO
ADMINISTRATIVE OFFICER V/PERSONNEL SECTION
Date: October 26, 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 | Administrative Assistant III (Stenographic Reporter II) | OGCCB-ADAS3-24-2005 | 9-1 | 19,593.00 | Completion of two (2) years Studies in College | Four (4) hours of relevant training | One (1) year of relevant experience | CS-Sub Professional | Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks. | Administrative |
| | Administrative Assistant V (Stenographic Reporter III) | OGCCB-ADAS5-17-2005 | 11-1 | 23,877.00 | Completion of two (2) years Studies in College | Eight (8) hours of relevant training | Two (2) years of relevant experience | CS-Sub Professional | Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks. | Administrative |
| | | --nothing follows-- | | | | | | | | |

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 **November 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. 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:

SONIA P. TUBO

Administrative Officer V/Personnel Section

3/F MWSS Administration Building, Katipunan Road,

ogccpersonnel DOJ@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED