

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
HRMO

Date: November 19, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Government Corporate Attorney I	OGCCB-GOVCA1-1-1998	25	98886	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> - 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
2	Government Corporate Attorney I	OGCCB-GOVCA1-3-1998	25	98886	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> - 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

3	Administrative Aide IV (Driver II)	OGCCB-ADA4-47-2005	4	14400	Elementary School Graduate	None required	None required	Valid Professional Driver's License	<ul style="list-style-type: none"> - Had intermediate knowledge in driving an official vehicle of a company or agency. - Can work effectively with other employees and superiors. - Can carry out minor vehicle maintenance and servicing; and with 20/20 vision. - Mentally and physically fit. 	Admin
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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 December 06, 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,
 Balara, Quezon City

ogccpersonnel DOJ@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.