

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: January 6, 2022

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-ADAS3-21-2005	9-1	19,593.00	Completion of two (2) yrs. studies in college.	Four (4) hours of relevant training	One (1) year of relevant experience	CS-Subprofessional	Proficient in oral and written communication. Technological skills that is necessary to perform other related tasks.	Administrative
2	Administrative Assistant I (Stenographic Reporter I)	OGCCB-ADAS1-35-2005 OGCCB-ADAS1-37-2005 OGCCB-ADAS1-38-2005	7-1	17,179.00	Completion of two (2) yrs. 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
3	Administrative Aide IV (Clerk II)	OGCCB-ADA4-49-2005	4-1	14,400.00	Completion of two (2) yrs. 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

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 **January 20, 2022**.

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:

**SONIA P. TUBO**  
Administrative Officer V / Personnel Section  
3/F MWSS Administration Building, Katipunan Road,  
Balara, Quezon City  
[ogccpersonneloj@yahoo.com](mailto:ogccpersonneloj@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

