

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: February 4, 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	Government Corporate Attorney III	OGCCB-GOVCA3-3-1998	27	128696	Bachelor of Laws	16 hours of relevant training	3 years 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 II	OGCCB-GOVCA2-17-1998	26	113891	Bachelor of Laws	8 hours of relevant training	2 years 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 VI	OGCCB-ADA6-40-2005	6	16877	Completion of two years studies in college	None required	None required	Career Service (Sub-professional/First Level Eligibility)	- Proficient in oral and written communication. - Technological skills that is necessary to perform data.	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 February 18, 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;
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.