

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:

10-May-23

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		
5	Administrative Assistant V	Contract of Service May 2023 to December 2023	11	27000	Preferably with Bachelor's degree preferably in Public Administration, Office Management, or any other related courses or atleast 2 years in college with relevant course	Four (8) hours of relevant training	One (2) years of relevant experience	Preferably with CS-Subprofessional but not required	<p>Proficient in oral and written communication.</p> <p>Proficient with excel, canva, powerpoint operations and other technological skills that is necessary to perform other related tasks.</p> <p>With knowledge of government administration (including property and supply management) and human resource (Civil Service rules and regulations) policies;</p> <p>With knowledge of relevant existing laws, policies, guidelines, rules, and regulations pertaining to financial (Government Accounting and Auditing rules and regulations), and procurement (Republic Act No. 9184 and relevant GPPB rules and regulations) transactions.</p> <p>Proficient in the scheduling of appointments/activities.</p> <p>With knowledge in compliance with ISO 9001:2015 Standards;</p> <p>Above average knowledge on the use of MS Office and Google Suite;</p> <p>Great attention to details;</p> <p>Flexible, responsive, and smart;</p> <p>Able to work harmoniously, competently, and effectively even under pressure;</p> <p>Possesses critical thinking with high levels of written and oral communication, and computer skills.</p>	Legal Team

OGCC highly encourages all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identity to apply the above vacant positions.

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 May 24, 2023.

1. Fully accomplished Personal Data Sheet (PDS) (CSC Form 212 Revised 2017) with recent passport-sized picture and required Work Experience Sheet (WES) which can be downloaded at

SONIA P. TUBO

Administrative Officer V / Personnel Section
3/F MWSS Administration Building, Katipunan Road,
Balara, Quezon City
hr@ogcc.gov.ph

Dr. Capili,
Requesting
Approval for
Recommendation
Thank you!
REVIEWED/
RECOMMENDING
APPROVAL:
2023
AGCC JOSE MARIE C. CAPILI
10 May 2023