

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: 14-Jun-23

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 I (Stenographic Reporter I)	OGCCB-ADAS1-35-2005	7	18620	Completion of two (2) yrs. studies in college.	None required	None required	CS-Subprofessional	Proficient in oral and written communication. Proficient with excel, canva, powerpoint operations and other technological skills that is necessary to perform other related tasks.	Administrative
1	Administrative Assistant I (Stenographic Reporter I)	OGCCB-ADAS1-33-2005	7	18620	Completion of two (2) yrs. studies in college.	None required	None required	CS-Subprofessional	Proficient in oral and written communication. Proficient with excel, canva, powerpoint operations and other technological skills that is necessary to perform other related tasks.	Administrative
1	Administrative Aide IV (Clerk II)	OGCCB-ADA4-46-2005	4	15586	Completion of two (2) yrs. studies in college.	None required	None required	CS-Subprofessional	Proficient in oral and written communication. Proficient with excel, canva, powerpoint operations and other technological skills that is necessary to perform other related tasks.	Administrative

1	Administrative Aide III (Clerk I)	OGCCB-ADA3-52-2005	3	14678	Completion of two (2) yrs. studies in college.	None required	None required	CS-Subprofessional	Proficient in oral and written communication. Proficient with excel, canva, powerpoint operations and other technological skills that is necessary to perform other related tasks.	Administrative
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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 June 28, 2023.

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

hr@ogcc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.