

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: 15-Oct-24

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)	
2	Administrative Assistant III	OGCCB-ADAS3-25-2005 OGCCB-ADAS3-30-2005	9	22219	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.  Ability to handle routine administrative tasks.  Proficient with MS office (excel and word) and other technological skills that is necessary to perform other related tasks.	Legal Team
1	Administrative Aide VI	OGCCB-ADA6-42-2005	6	18255	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.  Ability to handle routine administrative tasks.  Proficient with MS office (excel and word) and other technological skills that is necessary to perform other related tasks.	Administrative
1	Administrative Aide III	OGCCB-ADA3-52-2005	3	15265	Completion of two (2) yrs. studies in college.	None required	None required	CS-Subprofessional	Proficient in oral and written communication.  Ability to handle routine administrative tasks.  Proficient with standard office software (MS Word, excel, and email applications)	Cashier's Office

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 October 29, 2024.

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 [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.
5. Training Certificates

**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](mailto:hr@ogcc.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**