

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: 21-Nov-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)	
3	Government Corporate Attorney II	OGCCB-GOVCA2-1-1998 OGCCB-GOVCA2-13-1998 OGCCB-GOVCA2-16-1998	26	121146	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Intermediate competency in knowledge and analytical ability that can identify legal issues from facts and can draw conclusions and logical reasoning. Intermediate competency in representing a client. Intermediate competency in effective legal writing and oral advocacy. Intermediate ability to train, lead and manage people.	Legal
1	Senior Administrative Assistant I	OGCCB-SADAS1-7-2005	13	32870	Completion of two (2) yrs. studies in college.	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	CS-Subprofessional First Level Eligibility	Proficient in oral and written communication. Proficient with excel, canva, powerpoint operations and other technological skills that is necessary to perform other related tasks. With Knowledge of government administration (including property and supply management) and human resource (Civil Service rules and regulations) policies; 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; Proficient in the scheduling of appointment/activities; With knowledge in compliance with ISO 9001:2015 Standards; Above average knwoeldge on the use of MS Office and Google Suite; Great attention to details; Flexible, responsive, and smart; Able to work harmoniously, competently, and effectively even under pressure; Possesses critical thinking with high levels of written and oral communication, and computer skills.	Legal Team
5	Legal Assistant II	OGCCB-LEA2-6-2024 OGCCB-LEA2-7-2024 OGCCB-LEA2-8-2024 OGCCB-LEA2-9-2024 OGCCB-LEA2-10-2024	12	30705	BS Legal Management, AB Paralegal Studies Law, Political Science or other allied courses.	Four (4) hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure.	None required.	Career Service Professional/Second Level Eligibility	Knowledge in the implementation of legal services and its daily operations and transactions. Ability to conduct legal research on cases, gather pertinent legal information, compile legal documents and evidence, facilitate interviews, and provide assistance prior to and during legal proceedings. Expert in compiling, proofreading, and editing drafts of contracts, policies, and other legal documents. Able to monitor, study, and develop written summaries of proposed regulations, court/legal decisions, policies, and other relevant publications. Proficient in preparing internal/external business correspondences, memos, reports, issuances, and other relevant documents. Proficient in MS Applications.	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 December 4, 2024.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet 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.
- 5. Photocopy of updated MCLE Compliance/Exemption Certificate

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.