

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: 2-Apr-25

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 V	OGCCB-ADAS5-16-2005	11	30024	Completion of two-year studies in college or High School graduate with relevant Vocational /Trade Course	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility	Advance knowledge in the scheduling of appointments/activities. 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; and With strong organizational and multi-tasking ability. Proficient in MS Office and other productivity tools.	Legal Team

**Brief Description of the General Function of the Position:** Provide broad administrative support to legal teams. Duties include managing schedules, coordinating meetings, organizing travel arrangements, handling correspondences, proofreading, assist in court processes and communications. Perform other duties as may be requested by lawyer/superior from time to time.

**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 with subject format **APPLICANT\_NAME(LName,FName)\_POSITION** not later than April 12, 2025.

1. Fully accomplished Personal Data Sheet (PDS) (CS Form No. 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 Transcript of Records (if applicable); and
4. Photocopy of certificate of eligibility/rating/license (if applicable).

Additional requirements for Lawyer Positions:  
1. Photocopy of updated MCLE Compliance/Exemption Certificate; and  
2. IBP Certificate of Membership.

**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.**