

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: 16-May-25

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		
1	ADMINISTRATIVE OFFICER IV	OGCCB-ADOF4-1-2024	15	40208	Bachelor's degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) / 2nd Level	<div>- Ability to guide, motivate, and inspire individuals or teams toward achieving organizational goals. Demonstrates accountability, provides direction, and fosters a collaborative and productive work environment.</div> <div>- Evaluate information critically, solve problems effectively, and make sound decisions. Exhibits logical reasoning and the ability to interpret data to support organizational objectives.</div> <div>- Proficiency in using essential computer applications and tools, including word processing, spreadsheets, databases, and specialized software relevant to the role. Ensures efficiency and accuracy in digital workflows.</div> <div>- Strong ability to build and maintain positive relationships with colleagues, stakeholders, and clients. Demonstrates empathy, active listening, and effective conflict resolution.</div> <div>- Capable to convey information clearly and effectively, both verbally and in writing. Adapts communication style to suit diverse audiences and ensures clarity, accuracy, and professionalism in all forms of communication.</div>	Administrative Management Division
Brief Description of the General Function of the Position: Prepare, process, and verify payroll for all OGCC employees, ensuring accuracy and timely schedules, calculate and record deductions, taxes, and other withholdings per government regulations, generate payroll, address employee payroll inquiries and issues. reports and maintain accurate records for audits and reporting; Process and remit mandatory contributions and deductions (e.g., GSIS, Pag-IBIG, PhilHealth, SSS) on time, monitor and reconcile accounts to prevent discrepancies or penalties, track and update employee leave balances (e.g., sick, vacation) in the system; Update employee attendance records, including tardiness, absences, and overtime, implement attendance policies and manage tracking systems with IT support; Report payroll, remittance, leave, and attendance data to the Personnel Section Head, ensure all processes comply with OGCC policies and government regulations, and maintain secure, organized records for audits and future reference.										

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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 May 26, 2025.

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** or performance appraisal;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Photocopy of updated MCLE Compliance/Exemption Certificate (if applicable)

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1	ADMINISTRATIVE OFFICER V (Budget Officer III)	OGCCB-ADOF5-5-2024	18	51304	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) / 2nd Level	<p>- Leadership Competencies - Leading and Managing Change, Thinking Strategically, Enabling Other;</p> <p>- Core Competencies - Delivering Service Excellence; Promotion Innovation; Exemplifying Integrity;</p> <p>- Functional Competencies - Planning, Organizing and Programming; Building Collaborative Working Relationships; -Communicating Effectively; Managing Records and Information; Analytical Thinking and Decision Making;</p> <p>- Technical Competencies - Technical Competencies: Organizational Performance Management, Budget Management, Accounting, Cash Management, Procurement Management, Property and Supplies Management</p>	Financial Management Division

Brief Description of the General Function of the Position: Manages OGCC's budget and reviews expense vouchers for authorized payments; Plans and adjusts OGCC's expenditures based on the Appropriation Act, reserves, and quarterly allotments, preparing expenditure schedules aligned with the performance budget; Oversees the preparation, review, and consolidation of budget estimates for the upcoming year; Prepares justifications for budget estimates to be submitted to relevant government agencies; Reviews fiscal documents and accounts related to fund disbursements; Requests re-allotment of funds and updates work plans accordingly; Attends budget hearings and acts as a liaison between the Council and the DBM for budget matters; Analyzes current budgeting methods to identify and correct weaknesses; Monitors the use of the Council's internal and external budget; and Ensures the implementation and compliance of internal systems related to budget operations.

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1	Chief Accountant	OGCCB-CACT-4-2024	24	98185	Bachelor of Science in Accountancy	At least 40 hours of relevant supervisory/management learning and development intervention undertaken within the last five (5) years	Minimum of four (4) years of relevant supervisory/management experience.	RA 1080 (Certified Public Accountant License).	<div>- Builds partnerships and networks to deliver or enhance work outcomes.</div> <div>- Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</div> <div>- Implement plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept change.</div> <div>- Creates or defines goals and initiative based on how one can support, extend or align to the goals of one's department or functional area.</div> <div>- Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</div>	Financial Management Division

Brief Description of the General Function of the Position: The Chief Accountant (CACT) will serve as the overall lead of the Financial Management Division (FMD), responsible for providing accounting services, ensuring compliance with financial regulations, and overseeing the preparation and submission of financial reports. The role involves managing the accounting of all OGCC funds, reviewing disbursements, maintaining financial records, and ensuring accurate financial reporting in compliance with Philippine Public Sector Accounting Standards and government regulations.

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1	CHIEF ADMINISTRATIVE OFFICER	OGCCB-CADOF-1-2005	24	98185	Master's Degree relevant to the position or Certificate in Leadership and Management from the CSC	40 hours of relevant supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant supervisory/management experience	Career Service (Professional) / 2nd Level	<div>- Advocate for leveraging technology to enhance productivity and foster collaboration</div> <div>- Ability to align administrative functions with the organization's broader goals</div> <div>- Focus on optimizing administrative processes to increase efficiency and reduce costs</div> <div>- High ethical standards to ensure transparency, fairness and compliance in operations</div> <div>- Excellent oral and written communication skills</div> <div>- Monitoring and Evaluation Skills</div> <div>- Research and Development Skills</div> <div>- Skills in Networking and Linkaging</div> <div>- Conflict Management Skills</div> <div>- Planning Skills</div> <div>- Adheres to Professional/Work Ethics</div> <div>- Assertive and can work under pressure</div> <div>- With Analytical and Creative Thinking</div> <div>- Excellent Interpersonal Relations</div>	Administrative Management Division
Brief Description of the General Function of the Position: Manage the daily operations of the Personnel, Supply, Property, Cashier's Office, and facilities; Work with executives to align administrative functions with long-term goals, assist in business planning, forecast needs, and allocate resources to support sustainability and operational efficiency; Oversee recruitment, training, compensation, and employee relations; Work with HR to implement policies that improve employee performance and ensure legal compliance; Collaborate with the Financial Management Division on budgeting, cost control, and financial reporting, ensuring proper resource allocation and assisting in the preparation of the organizational budget. Manage office assets, ensure safety and regulatory compliance, plan office expansions or relocations, and oversee procurement to ensure cost-effective purchasing and quality; Ensure the efficient and secure handling of financial transactions, including disbursements, collections, and cash management in the Cashier's Office; Identify and manage risks related to administration, workplace safety, and data security, implementing strategies to mitigate risks and ensure business continuity; Prepare and present reports on administrative operations to executives and senior lawyers, ensuring open communication across departments for effective coordination; Create and review organizational policies to ensure compliance with laws and best practices, continually improving them to meet evolving needs.										

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1	CHIEF ADMINISTRATIVE OFFICER	OGCCB-CADOF-6-2024	24	98185	Master's Degree relevant to the position or Certificate in Leadership and Management from the CSC (Preferably with a strong foundation on technology literacy)	40 hours of relevant supervisory/management learning and development intervention undertaken within the last 5 years	4 years of relevant supervisory/management experience (preferably in a technological environment)	Career Service (Professional) / 2nd Level	<div>- Ability to develop and implement a strategic plan for integrating information technology with knowledge management and records management.</div> <div>- Strong leadership skills to inspire and manage cross-functional teams.</div> <div>- Experience in mentoring and developing teams, promoting professional growth, and managing change effectively.</div> <div>- Technical expertise and decision-making ability to navigate challenges and implement innovative solutions.</div> <div>- Ability to oversee complex projects across various areas, ensuring deadlines, budgets, and quality standards are met.</div> <div>- Proficiency in information systems, document management systems, and emerging technologies relevant to records and information management.</div> <div>- Experience or familiarity with digitization strategies and their application to office procedures.</div> <div>- Familiarity with best practices, compliance standards, and legal requirements related to records management.</div> <div>- Understanding of library systems, digital archiving, and information retrieval methods.</div> <div>- Analytical skills and strong understanding of data management, privacy regulations, and information security best practices across the three areas.</div> <div>- Excellent written and communication skills. This includes writing reports, giving presentations, and fostering effective communication within the team and with the members of the executive committee.</div> <div>- Ability to lead change management initiatives, ensuring smooth transitions to new processes and systems.</div> <div>- Conflict resolution and negotiation skills for addressing team and stakeholder concerns.</div>	Information Records Management Division
Brief Description of the General Function of the Position: Lead and monitor the IRMD team to achieve target deliverables, develop and enforce IT and records management policies aligned with organizational goals, and identify training needs and facilitate capacity building for division staff; Ensure records and docket compliance with legal and organizational standards, lead digitization efforts to improve efficiency and accessibility, monitor compliance with data protection laws and records retention policies; Ensure library operations comply with standards, promote knowledge sharing and integration across the organization, oversee the creation and maintenance of knowledge repositories; Ensure IT compliance with legal and organizational standards; implement technology to improve workflows; oversee the security and reliability of information systems; identify opportunities for digital process improvements; Ensure IRMD supports the legal team's documentation needs, facilitate regular audits for accuracy, integrity, and compliance; Align IRMD objectives with organizational goals, develop and monitor KPIs for IRMD activities, provide regular performance and progress reports; Collaborate with other divisions to meet their information needs; Safeguard organizational information against unauthorized access or loss, and develop recovery plans for information and records in case of emergencies.										

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