

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: 20-May-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)	
2	Government Corporate Attorney III	OGCCB-GOVCA3-5-1998	27	142663	Bachelor of Laws	16 hours of relevant training	3 years practice of law	RA 1080	<div>- Advance knowledge and analytical ability that can identify legal issues from facts and can draw conclusions and logical reasoning.</div> <div>- Advance competency in representing a client.</div> <div>- Advance competency in effective legal writing and oral advocacy.</div> <div>- Advance ability to train, lead and manage people.</div> <div>- Advance supervisory skills.</div>	Legal

Brief Description of the General Function of the Position: Upon directive or assignment of the GCC, DGCC, AGCC to act and appear, attend trials and hearings as counsel of government-owned and controlled corporations before the Metropolitan Trial Court, Prosecutors, Regional Trial Courts, Court of Tax Appeals, Sandiganbayan, Ombudsman, National Labor Relations Commission, Court of Appeals and Supreme Court in cases filed by or against them; To research jurisprudence and authorities on legal matters or issues of actual cases handled by the office, such as laws; To review, revise, draft and comment on contracts and letters, orders to be forwarded by different client corporations; and To formulate opinions to legal queries sent by government-owned and controlled corporations.

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 in 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 **May 30, 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** (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.

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-May-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	Government Corporate Attorney IV	OGCCB-GOVCA4-5-1998	28	160469	Bachelor of Laws	32 hours of relevant training	5 years practice of law	RA 1080	<div>- Superior knowledge and analytical ability that can identify legal issues from facts and can draw conclusions and logical reasoning.</div> <div>- Superior competency in representing a client.</div> <div>- Superior competency in effective legal writing and oral advocacy.</div> <div>- Superior ability to train, lead and manage people.</div> <div>- Superior managerial competency.</div>	Legal
Brief Description of the General Function of the Position: Upon directive or assignment of the GCC, DGCC, AGCC to act and appear, attend trials and hearings as counsel of government-owned and controlled corporations before the Metropolitan Trial Court, Prosecutors, Regional Trial Courts, Court of Tax Appeals, Sandiganbayan, Ombudsman, National Labor Relations Commission, Court of Appeals and Supreme Court in cases filed by or against them; To research jurisprudence and authorities on legal matters or issues of actual cases handled by the office, such as laws; To review, revise, draft and comment on contracts and letters, orders to be forwarded by different client corporations; and To formulate opinions to legal queries sent by government-owned and controlled corporations.										

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 in 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 **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** (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

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