

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: 03-Jul-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 II	OGCCB-GOVCA2-17-1998	26	126252	Bachelor of Laws	8 hours of relevant training	2 years practice of law	RA 1080	<div>- Proficient in analytical ability that can identify legal issues from facts and can draw conclusions and logical reasoning.</div> <div>- Proficient in representing a client.</div> <div>- Proficient in effective legal writing and oral advocacy.</div> <div>- Proficient in training, leading and managing people</div>	Legal

Brief Description of the General Function of the Position: Upon directive of the Government Corporate Counsel (GCC), Deputy Government Corporate Counsel (DGCC) or the Assistant Government Corporate Attorney (AGCC), appear or represent client government corporations in cases for or against them before the various courts, including the Supreme Court, and quasi-judicial bodies; draft pleadings, motions, and other legal documents related to cases being handled; attend requests of client government corporations on the review of contracts and for opinions on legal matters; undertake other special assignments.

This office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) to apply for the above vacant position.

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 **July 13 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.

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3	Government Corporate Attorney III	OGCCB-GOVCA3-6-1998 OGCCB-GOVCA3-10-1998 OGCCB-GOVCA3-12-1998	27	142663	Bachelor of Laws	16 hours of relevant training	3 years practice of law	RA 1080	- Advance knowledge and analytical ability that can identify legal issues from facts and can draw conclusions and logical reasoning. - Advance competency in representing a client. - Advance competency in effective legal writing and oral advocacy. - Advance ability to train, lead and manage people. - Advance supervisory skills.	Legal
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