

**Office of the Solicitor General**

**PUBLICATION OF VACANT ADMINISTRATIVE POSITION**

**INTERNAL AUDIT DIVISION**

**As of March 18, 2021**

<b>No.</b>	<b>Position Title (Parenthetical Title, if applicable)</b>	<b>SG</b>	<b>No. of Vacancy</b>	<b>Qualification Standards</b>			
				<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
1	Internal Auditor I	11	1	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility
<b>TOTAL No. of Vacancy</b>			1				

**Office of the Solicitor General**  
**PUBLICATION OF VACANT ADMINISTRATIVE POSITION**  
**LEGAL SERVICE**  
**As of March 18, 2021**

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Qualification Standards			
				Education	Training	Experience	Eligibility
1	Administrative Officer IV (Legal Secretary)	15	8	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility
2	Senior Administrative Assistant III (Legal Secretary)	15	1	Completion of 2- year studies in college or High School Graduate with relevant vocational/ trade course	16 hours of relevant training	3 years of relevant experience	CS Sub-Professional/ First Level Eligibility
3	Administrative Officer III (Legal Secretary)	14	6	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility
4	Senior Admin. Assistant I (Legal Secretary)	13	6	Completion of 2-year studies in College	16 hours of relevant training	3 years of relevant experience	CS Sub-Professional/ First Level Eligibility
5	Administrative Officer II (Legal Secretary)	11	2	Bachelor's Degree relevant to the position	None required	None required	CS Professional / Second Level Eligibility
6	Administrative Assistant V (Legal Secretary)	11	21	Completion of 2-year studies in college	8 hours of relevant training	2 years of relevant experience	CS Sub-Professional / First Level Eligibility
7	Administrative Assistant III (Legal Secretary)	9	9	Completion of 2-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional / First Level Eligibility
<b>TOTAL No. of Vacancies</b>			<b>53</b>				

**Office of the Solicitor General**  
**PUBLICATION OF VACANT ADMINISTRATIVE POSITION**  
**HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE**

As of March 18, 2021

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancy/ies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Administrative Officer III	14	1	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	<b>Administrative Division- HRMAS</b>
2	Security Officer I	11	1	Bachelor's degree relevant to the position	None required	None required	CS Professional / Second Level Eligibility	
3	Administrative Aide VI (Air-Con Technician I)	6	1	High School Graduate or Completion of Relevant Vocational/ Trade Course	None required	None required	Air-Conditioning/ Refrigeration Technician (MC No. 10, s. 2013-Cat. II)	
4	Process Server	5	4	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	
5	Administrative Aide I	1	1	Must be able to read and write/ Elementary school graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	
6	Administrative Officer III	14	1	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	<b>Human Resource Management Division- HRMAS</b>
7	Administrative Officer II	11	1	Bachelor's Degree relevant to the position	None required	None required	CS Professional / Second Level Eligibility	
8	Administrative Aide VI (Clerk III)	6	1	Completion of 2-years studies in college	None required	None required	CS Sub-Professional / First Level Eligibility	
9	Librarian I	11	1	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 (Board Eligibility)	<b>Library and Legal Resource Division HRMAS</b>
10	Administrative Assistant 1 (Computer Operator I)	7	1	Completion of 2-years studies in College or High School Graduate with relevant vocational/ trade course	None Required	None Required	CS SubProfessional/ First Level Eligibility Data Encoder (MC 11, s. 96 - Cat I)	
<b>TOTAL No. of Vacancies</b>			<b>13</b>					

**Office of the Solicitor General**

**PUBLICATION OF VACANT ADMINISTRATIVE POSITION**

**FINANCIAL MANAGEMENT SERVICE**

**As of March 18, 2021**

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Accountant III	19	1	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	<b>Accounting Division - FMS</b>
2	Supervising Administrative Officer	22	1	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional / Second Level Eligibility	<b>Cash Division - FMS</b>
3	Administrative Officer III	14	1	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	
4	Administrative Assistant II	8	1	Completion of 2- year studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub-Professional/ First Level Eligibility	
5	Administrative Officer II (Budget Officer I)	11	1	Bachelor's Degree relevant to the job	None required	None required	CS Professional / Second Level Eligibility	<b>Budget Division - FMS</b>
<b>TOTAL No. of Vacancies</b>			5					

**Office of the Solicitor General**

**PUBLICATION OF VACANT ADMINISTRATIVE POSITION**

**DOCKET MANAGEMENT SERVICE**

**As of March 18, 2021**

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Administrative Officer III	14	1	Bachelor's Degree relevant to the position	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	<b>Criminal Cases Division - DMS</b>
2	Administrative Assistant III (Communications Equipment Operator II)	9	1	Completion of 2- year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	(MC. 11 s.96- Cat. II)	<b>Special Proceedings and Land Cases Division - DMS</b>
3	Administrative Assistant I (Bookbinder III)	7	1	Elementary School Graduate	None required	None required	Relevant MC 11, S. 1996	
4	Administrative Officer III	14	1	Bachelor's Degree relevant to the position	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	<b>Document Management Division - DMS</b>
5	Administrative Officer I	10	1	Bachelor's Degree relevant to the position	None required	None required	CS Professional/ Second Level Eligibility	

**TOTAL No. of Vacancies**                      5

## **INSTRUCTIONS:**

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 **March 29, 2021**.

### **Documents:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and with attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Certificate of Employment with detailed job description (for positions requiring relevant experience);
4. Certificate of Trainings/ Seminars (for positions requiring relevant training/ seminar);
5. Photocopy of certificate of eligibility/rating/license; and
6. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to email their application to:

**ROSALINDA C. IBARRA**

Director IV - HRMAS

OFFICE OF THE SOLICITOR GENERAL 134 Amorsolo St., Legaspi Village. Makati City  
[recruitment@osg.gov.ph](mailto:recruitment@osg.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**