

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE

As of December 28, 2022

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
	Administrative Officer I	10	1	Bachelor's degree relevant to the position	None required	None required	CS Professional/ Second Level Eligibility	Human Resource Management and Administrative Service Human Resource Management Division
1	Job Description: Under the direct supervision of the Chief Administrative Officer (CAO) and immediate supervision of the Administrative Officer V of the section where he/she is assigned, performs various tasks, as follows:			<ul style="list-style-type: none"> In-charge of posting of vacant positions in the OSG; Assists in the conduct of pre-evaluation of applicant's qualification based on the minimum QS; Prepares documents of qualified administrative applicants for submission to the HRMPSB; Encodes/Routes Memorandum, Office Order/s as directed by the immediate supervisor; and, Performs such other duties as may be assigned from time to time. 				
TOTAL No. of Vacancies			1					