

Pursuant to the Human Resource Merit Promotion and Selection Board for Administrative Employees' First Batch of Hiring and Promotion 2025, the Human Resource Management Division (HRMD) is currently accepting applications for the first and second level vacant positions in the Administrative and Legal Support Services. Attached hereto is the list of vacant positions to be filled, along with their corresponding minimum qualifications standards and brief job description.

All next-in-rank and/or qualified employees interested for consideration for the vacant position detailed in the attached list are advised to signify their interest by submitting their application at the OSG Online Recruitment Form **on or before 11 May 2025**. Failure to submit your application within the prescribed period shall automatically mean waiving your application.

Further, interested and qualified administrative applicants are advised to follow the Online Recruitment Guidelines attached in the memorandum. Applications of those who failed to follow said guidelines will not be considered for further processing.

For information and guidance.

Link 1: [OSG Recruitment Form \(April 2025\)](#)

Link 2: <https://forms.gle/bAxCg2SxKMhg41dj8>

**Human Resource Management Division
Online Recruitment Guidelines**

In filling-out the OSG Online Recruitment Form, qualified applicants are advised to:

1. Provide all the required information COMPLETELY and ACCURATELY. A confirmation message will be sent through your email after clicking the submit button as proof of submission of your application.
2. All documents to be uploaded must be in PDF file with prescribed file name format and must not exceed 15 MB per file. If multiple documents are to be uploaded, combine all documents into a single PDF file. Unclear, not properly and completely scanned copies of application documents will NOT be processed.
3. Any misrepresentation will cause automatic disqualification from the position being applied for.
4. Applicants should indicate/specify in the letter of intent the vacant position applied for and the Service/Division where the vacant position is; otherwise, applications will NOT be processed.
5. Applications of those who fail to follow instructions will NOT be processed. Incomplete document attachments and applications submitted beyond the deadline will not be considered.

LIST OF REQUIREMENTS FOR EXTERNAL APPLICANTS

1. Letter of Intent and updated Personal Data Sheet (CSC Form No. 212, revised as of 2017) with attached Work Experience Sheet, combined in a single PDF File;
2. Authenticated Certificate of Eligibility/Rating/License (if applicable);
3. Transcript of Records and Diploma;
4. Training Certificates (if applicable); and,
5. Certified True Copy of Performance Rating in the last rating period (if applicable).

LIST OF REQUIREMENTS FOR INTERNAL APPLICANTS

1. Letter of Intent and updated Personal Data Sheet (CSC Form No. 212, revised as of 2017) with attached Work Experience Sheet, combined in a single PDF File; and,
2. IPCR Accomplishment/ Monitoring Report from January to June 2024 and July to December 2024 (attachment to your IPCR).

Note:

- **For applicants under the Legal Service**, your Ecmt-generated Lawyer Annual Report will serve as your Accomplishment Report.
- **For applicants under the Administrative Support Service**, your Monitoring Report/IPCR Attachment will serve as your Accomplishment Report.

All applications shall be submitted only through the **OSG Online Recruitment Form**.

For any questions/concerns, you may reach the HRMD-Recruitment, Selection and Placement Section by sending an email to recruitment@osg.gov.ph or by calling loc. 759.

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION INTERNAL AUDIT DIVISION

As of April 21, 2025

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Internal Auditor III	18	1	OSGB-IAUD3-12-2008	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility	Internal Audit Division
	Job Description: Under the direct supervision of the Internal Auditor V, performs various tasks, as follows:					<ul style="list-style-type: none"> • Under general supervision, reviews agency organizational structure, staffing, administrative systems and procedures; • Drafts audit plans for review of immediate supervisor; • Follows-up actions to determine if audit recommendations have been carried out; • Performs comprehensive auditing work; • Performs such other duties as may be assigned from time to time. 			
2	Internal Auditor II	15	1	OSGB-IAUD2-13-2008	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Internal Audit Division
	Job Description: Under the direct supervision of the Internal Auditor V, performs various tasks, as follows:					<ul style="list-style-type: none"> • Under general supervision, conducts researches to obtain background information on the activities to be audited; • Discusses research findings with the audit team leader; • Performs standard auditing work; • Drafts report on the results of audit; • Drafts accomplishment reports; • Reviews documents; and, • Performs such other duties as may be assigned from time to time. 			
TOTAL No. of Vacancies			2						

Office of the Solicitor General

**PUBLICATION OF VACANT ADMINISTRATIVE POSITION
PLANNING DIVISION
As of April 21, 2025**

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Planning Officer II	15	1	OSGB-PLO2-17-2008	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Planning Division
	Job Description: Under the immediate supervision of the Planning Officer, performs various tasks, as follows:				<ul style="list-style-type: none"> Consolidates and prepares accomplishment reports and calendars of activities; Prepares memoranda, policy paper, office orders; Conducts research and provides technical assistance in reviewing documents for the Solicitor General; Acts as secretariat for committees where the Planning Division is a member: and, Performs such other duties as may be assigned from time to time. 				
TOTAL No. of Vacancies			1						

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION LEGAL SERVICE As of April 21, 2025

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Officer IV	15	4	OSGB-ADOF4-42-2008; OSGB-ADOF4-44-2008; OSGB-ADOF4-62-2008; OSGB-ADOF4-64-2008	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Legal Service
2	Senior Administrative Assistant III	15	3	OSGB-SADAS3-170-2008; OSGB-SADAS3-184-2008; OSGB-SADAS3-80-2009	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	Legal Service
3	Administrative Officer III	14	10	OSGB-ADOF3-38-2008; OSGB-ADOF3-51-2008; OSGB-ADOF3-58-2008; OSGB-ADOF3-61-2008; OSGB-ADOF3-72-2008; OSGB-ADOF3-74-2008; OSGB-ADOF3-81-2008; OSGB-ADOF3-97-2009; OSGB-ADOF3-104-2009; OSGB-ADOF3-2-2018	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Legal Service
4	Senior Administrative Assistant I	13	6	OSGB-SADAS1-10-2004; OSGB-SADAS1-11-2004; OSGB-SADAS1-187-2008; OSGB-SADAS1-189-2008; OSGB-SADAS1-191-2008; OSGB-SADAS1-193-2008	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	Legal Service

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
5	Administrative Officer II	11	13	OSGB-ADOF2-57-2008; OSGB-ADOF2-61-2008; OSGB-ADOF2-63-2008; OSGB-ADOF2-69-2008; OSGB-ADOF2-77-2008; OSGB-ADOF2-78-2008; OSGB-ADOF2-87-2008; OSGB-ADOF2-88-2008; OSGB-ADOF2-90-2008; OSGB-ADOF2-91-2008; OSGB-ADOF2-93-2008; OSGB-ADOF2-97-2008; OSGB-ADOF2-108-2009	Bachelor's Degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	Legal Service
6	Administrative Assistant V	11	13	OSGB-ADAS5-18-2004; OSGB-ADAS5-19-2004; OSGB-ADAS5-21-2004; OSGB-ADAS5-22-2004; OSGB-ADAS5-26-2004; OSGB-ADAS5-29-2004; OSGB-ADAS5-34-2004; OSGB-ADAS5-35-2004; OSGB-ADAS5-36-2004; OSGB-ADAS5-38-2004; OSGB-ADAS5-41-2004; OSGB-ADAS5-115-2009; OSGB-ADAS5-118-2009	Completion of 2-year studies in college or High School Graduate with relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	CS Sub- Professional/ First Level Eligibility	Legal Service

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
6	Administrative Assistant III	9	18	OSGB-ADAS3-61-2004; OSGB-ADAS3-64-2004; OSGB-ADAS3-67-2004; OSGB-ADAS3-70-2004; OSGB-ADAS3-72-2004; OSGB-ADAS3-74-2004; OSGB-ADAS3-75-2004; OSGB-ADAS3-77-2004; OSGB-ADAS3-79-2004; OSGB-ADAS3-101-2004; OSGB-ADAS3-119-2004; OSGB-ADAS3-121-2004; OSGB-ADAS3-148-2004; OSGB-ADAS3-120-2009; OSGB-ADAS3-121-2009; OSGB-ADAS3-122-2009; OSGB-ADAS3-123-2009; OSGB-ADAS3-124-2009	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	Legal Service
Job Description: Under the immediate supervision of the Assistant Solicitor General, performs administrative support to the members of the Legal Staff in a division headed by an Assistant Solicitor General.					<ul style="list-style-type: none"> • Takes down and transcribes dictation of briefs, comments, manifestations, other pleadings, and other matters pertaining to all cases assigned to the Legal Staff; • Prepares and types correspondence and indorsement; types decision in prescribed format, orders, court processes and pleadings to be attached to indorsement and communications with the use of computer machines; • Receives and records all incoming and outgoing pleadings relative to cases assigned to the Legal Staff; Keeps confidential and routinary files; maintains files of all cases handled by him/her and prepares case memo for each case; • Proofreads briefs and pleadings; • Performs general secretarial work. 				
TOTAL No. of Vacancies				67					

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION HUMAN RESOURCE MANAGEMENT and ADMINISTRATIVE SERVICE

As of April 21, 2025

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Officer I	10	2	OSGB-ADOF1-112-2008; OSGB-ADOF1-113-2008	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
	<p style="text-align: center;">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:</p>					<ul style="list-style-type: none"> Assists in the initial steps in the processing of HR-related documents; Prepares the documentary requirements for completion by the employees in relation to the issuance of their appointments for hiring of newly-hired administrative employees; Facilitates and/or assists in the implementation of other employee development related plans, activities, and projects; Prepares requested reports of internal and external clients; and, Performs such other duties that may be assigned from time to time. 			
2	Administrative Aide VI (Clerk III)	6	1	OSGB-ADA6-183-2004	Completion of 2-year studies in college	None required	None required	CS Sub-Professional / First Level Eligibility	Human Resource Management and Administrative Service- Human Resource Management Division
	<p style="text-align: center;">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:</p>					<ul style="list-style-type: none"> Sorts, records and distributes/routes official documents (recruitment and selection related documents, leave applications, training related documents and any or all office and other government issuances and communications) timely. Maintains and updates employee records (201 File) of the legal staff at least once a week; Serves as custodian of all archived 201 Files; Assists in the conduct of in-house training; and, Performs such other duties as may be assigned from time to time. 			

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
3	Administrative Officer IV	15	1	OSGB-ADOF4-2-2019	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Human Resource Management and Administrative Service Administrative Division
	Job Description: Under the direct supervision of the Chief Administrative Officer (CAO), performs various tasks in the Property and Supply Section, as follows:				<ul style="list-style-type: none"> • Monitors compliance with the terms and conditions of the procurement contract; • Coordinates with the Property and Management Section and end-users for the acceptance of goods and services; • Prepares procurement monitoring, accomplishments, and other reports; • Manage the sale and distribution of Bidding documents to interested bidders; • Takes custody of procurement and other records; and, • Perform such other duties as may be assigned from time to time. 				
4	Security Officer II	15	1	OSGB-SECO2-105-2008	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Human Resource Management and Administrative Service Administrative Division
	Job Description: Under the direct supervision of the Chief Administrative Officer (CAO), performs various tasks in the Security, Ground, and Building Maintenance Section, as follows:				<ul style="list-style-type: none"> • Supervise the monitoring of routine activities of the outsourced security guards as well as security operation of the OSG Building and rented offices; • Supervise the monitoring and operation of CCTV and prepares reports as requested by employees; • Supervise the conduct of security guard formation twice a month to update the safety measures of the office; • Prepares reports of untoward incidents and accident report as the need arises; and, • Performs other related tasks as may be assigned by immediate supervisor. 				

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
5	Administrative Officer II	11	1	OSGB-ADOF2-6-2019	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional/Second Level Eligibility	Human Resource Management and Administrative Service-Administrative Division
	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"> • Assists the section head in the monitoring of daily tasks; • Takes charge in the dispatch of assigned personnel pertaining to building maintenance activities; • Assists the section head in the preparation of procurement documents such as Purchase Request (PR), Abstract of Quotation, among others; • Coordinates with suppliers and end-users; • Performs other tasks that may be assigned from time to time; 				
6	Administrative Aide VI (Clerk III)	6	1	OSGB-ADA6-180-2004	Completion of 2-year studies in college	None required	None required	CS Sub Professional /First Level Eligibility	Human Resource Management and Administrative Service-Administrative Division
	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"> • Assists in the monitoring and issuance of supplies; • Assists the inspector in the inspection of delivered goods; • Prepares Inspection and Acceptance Report (IAR) and Waste Material Report (WMR) of received goods; • Performs other duties that may be assigned by superiors. 				

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
7	Administrative Aide II	2	5	OSGB-ADA2-200-2004; OSGB-ADA2-204-2004; OSGB-ADA2-205-2004; OSGB-ADA2-206-2004; OSGB-ADA2-208-2004	Must be able to read and write/ Elementary School Graduate	None required	None required	None required	Human Resource Management and Administrative Service-Administrative Division
	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"> • Picks up and route documents to and from other divisions; • Runs general errands of the service; • Perform any other tasks that may be assigned by the immediate supervisor/director. 				
8	Administrative Aide I	1	1	OSGB-ADA1-210-2004	Must be able to read and write	None required	None required	None required (MC 11, s. 96-CAT III)	Human Resource Management and Administrative Service-Administrative Division
	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"> • Assists in cleaning and repairing airconditioning units • Coordinates the property under outside repair with the Procurement Section • Processes request on the property for repair under warranty • Performs other duties that may be assigned from time to time 				

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
9	Administrative Assistant I (Computer Operator I)	7	1	OSGB-ADAS1-13-2008	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)	Human Resource Management and Administrative Service-Library and Legal Resources Division
	Job Description: Under the direct supervision of the Librarian V (Chief Librarian), performs various tasks, as follows:				<ul style="list-style-type: none"> • Marks, lists, photocopies and sorts news clippings; • Maintains/Compiles significant news clippings and government issuances; • Monitors delivery of newspapers and prepares monthly billing statements; • Photocopies significant laws, rules and regulations and updates vertical files; • Replaces old and dilapidated vertical files; • Assists in the circulation counter; • Assists in locating SCRA citations; and, • Performs such other duties as my be assigned from time to time. 				
TOTAL No. of Vacancies				14					

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION FINANCIAL MANAGEMENT SERVICE

As of April 21, 2025

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
	Accountant III	19	1	OSGB-A3-1-1998	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	Financial Management Service-Accounting Division
1	<p>Job Description: Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows:</p>				<ul style="list-style-type: none"> • Computes employee withholding tax and prepares annual alphalist; • Prepares monthly disbursement journal (LDDAP/check/ADA); • Maintains subsidiary ledgers on accounts payable, advances to contractors and guaranty/security deposits payable; • Reviews/checks quarterly Report on Salaries and Allowances (ROSA); • Reviews/checks Property, Plant and Equipment depreciation schedule for preparation of quarterly Interim Financial Statements; • Prepares Financial Accountability Report (FAR) No. 4 - Monthly Report of Disbursements (MRD); • Prepares quarterly FAR No. 1 - Statement of Appropriations, Allotment, Obligations, Disbursements and Balances (SAAODB); • Prepares quarterly FAR No. 1A - Summary of Appropriations, Allotment, Obligations, Disbursements and Balances by Object of Expenditure (SAAODBOE); • Encodes/posts FARs No. 4, 1 & 1A to the DBM Unified Reporting System (URS); • Assists the Supervising Administrative Officer and the Chief Accountant in the Accounting Division; • Assists the Service Director in the administration of the OSG Provident Fund; and • Performs other functions from time to time as may be assigned by the Chief Accountant and/or the Service Director. 				

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
2	Administrative Aide VI (Microfilming Machine Operator I)	6	1	OSGB-ADA6-188-2004	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Photographer (MC No. 10 s. 2013 - Cat II)	Financial Management Service -Accounting Division
	<p>Job Description: Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows:</p>				<ul style="list-style-type: none"> • Operates photocopying machines for the reproduction of the required number of copies of documents needed for storage and retrieval purposes; • Ensures that documents are all scanned correctly; • Sorts scanned documents to their respective divisions; • Prepares and submits to Philhealth form ER2 (report of employee-members to GSIS and Pag-Ibig); Submit and receive receipts of remittances; and, • Performs such other duties as may be required from time to time. 				
3	Administrative Officer II	11	1	OSGB-ADOF2-173-2004	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	Financial Management Service-Budget Division
	<p>Job Description: Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows:</p>				<ul style="list-style-type: none"> • Provides technical support in the formulation and consolidation of the agency's annual budget proposal and budget briefer, including encoding of data into the Online Submission of Budget Preparation (OSBP) system and the preparation of prescribed budgetary forms in compliance with DBM guidelines. • Drafts official correspondence, financial reports, and presentation materials, ensuring complete staff work, for submission to oversight agencies and internal stakeholders. • Assists in the evaluation, preparation, and processing of Obligation Request Slips (ORS), ensuring alignment with approved allotments and compliance with budgeting rules and regulations • Performs other technical and administrative functions as may be assigned, particularly those involving budget preparation, execution, utilization monitoring, and financial reporting. 				
TOTAL No. of Vacancies				3					

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION DOCKET MANAGEMENT SERVICE

As of April 21, 2025

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Supervising Administrative Officer	22	1	OSGB-SADOF-104-2008	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional / Second Level Eligibility	Docket Management Service-Criminal Cases Division
	Job Description: Under the direct supervision of the Service Director and immediate supervision of the CAO, performs various tasks, as follows:				<ul style="list-style-type: none"> • Assist CAO in the supervision of the Division; • Acts as the Investigative Officer of the Division; • Encodes new cases; • Signs reports, certifications, letters, etc. in the absence of the CAO; and, • Performs other tasks that may be assigned from time to time. 				
2	Administrative Officer I	10	1	OSGB-ADOF1-111-2008	Bachelor's degree relevant to the position	None Required	None Required	CS Professional /Second Level Eligibility	Docket Management Service -Special Proceedings and Land Cases Division
	Job Description: Under the direct supervision of the Service Director and immediate supervision of the CAO, performs various tasks, as follows:				<ul style="list-style-type: none"> • Counter checks pdf file with case details; • Encodes pertinent details such as received date, type of document, date of the document. • Performs such other duties as may be assigned from time to time. 				

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	ITEM NUMBERS	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
3	Administrative Assistant I	7	1	OSGB-ADAS1-21-2008	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional/First Level Eligibility	Docket Management Service -Special Proceedings and Land Cases Division
	Job Description: Under the direct supervision of the Service Director and immediate supervision of the CAO, performs various tasks, as follows:				<ul style="list-style-type: none"> •Receives barcoded documents and transmittal thru DMS E-Transmittal; •Scanned the documents and saves it in pdf; •Upload pdf file in the ECMT; •Segregates documents according to legal divisions and attaches dispatch form to the document; •Delivers the documents to the legal division; •Performs such other duties as may be assigned from time to time. 				
4	Process Server	5	2	OSGB-PROCS-16-2008; OSGB-PROCS-17-2008	Highschool Graduate	None required	None required	None required (MC 11, S. 96 - Cat. III)	Human Resource Management and Administrative Service-Administrative Division (To be assigned at the Document Management Division, DMS)
	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"> • Attends to personal deliveries to Supreme Court, Court of Appeals, Regional Trial Courts, Municipal Trial Courts, government and private entities; • Encodes documents; • Open mails from Post Office (PHLPOST), courier service, and routing of documents to various Legal Divisions; • Segregating of RTS documents, registry cards; and, • Other tasks that may be assigned from time to time 				
TOTAL No. of Vacancies				5					