

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 position of **Administrative Aide VI (Microfilming Machine Operator I) under the Budget Division of the Financial Management Service**. Attached hereto is the corresponding minimum qualification standards and brief job description of the said vacancy.

All qualified employees interested for consideration for the vacant position are advised to signify their interest by submitting their application at the OSG Online Recruitment Form on or before **30 June 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:

[OSG Online Recruitment Form June 2025 \(Administrative Aide VI \(Microfilming Machine Operator I\)](#)

or you paste this link to your browser:

https://docs.google.com/forms/d/e/1FAIpQLSczCk11gLADvjK7dQfsEypTS9jCxp8tnwk_ad0f_yoLv5vVGg/viewform?usp=sharing&ouid=101986787652367939665

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 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 applied for and the Service/Division where the vacant 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 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 Human Resource Management Division - Recruitment, Selection and Placement Section by sending an email to recruitment@osg.gov.ph or by calling loc. 751.

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION
FINANCIAL MANAGEMENT SERVICE

As of June 10, 2025

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancy/ies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Administrative Aide VI (Microfilming Machine Operator I)	6	1	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- Budget Division
	Job Description: Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows:			<ul style="list-style-type: none">• Prepares Obligation Request & Status (ORS) for all funds;• Encodes all ORS for monitoring and FAR's preparation;• Maintains unsigned copy of ORS for all funds;• Prepares the monitoring ledger with reconciliation on the Allotment, Obligations and Balances of all the Fiduciary – Miscellaneous Fees prior years;• Monitors all incoming documents for preparations of ORS;• Sorting, filing, recording & photocopying of documents, letters, request for office files and reference;• Assists in the preparation of Registry of Approved budget, Utilizations & Disbursements Personnel Services (RABUDPS) under STF Fund as required by COA;• Assists in the preparation of Registry of Approved Budget, Utilizations & Disbursement Capital Outlay (RABUDCO) under STF Funds as required by COA; and• Assists in the consolidation of the following budget preparation forms / budget execution documents / budget accountability reports for submission to the oversight agencies / legislative bodies as follows:<ul style="list-style-type: none">a. Program of Receipts and Expenditures (BOR);b. Supplemental Budget – (BOR);c. Budget Proposal including all BP forms related to budget – MDS Fund;d. Budgetary Requirements (Budget Forms) (DOJ , Senate, Congress);e. Budget Financial Accountability Reports BFARs;f. Investment Program , if applicable; and,g. Other documents needed by the regulatory agencies.• Perform additional duties as required by immediate supervisor and other offices as need arises.				