

Pursuant to the Human Resource Merit Promotion and Selection Board for Administrative Employees' Second Batch of Hiring and Promotion 2024, 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 to the OSG Online Recruitment Form on or before 7 August 2024. 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 attached online recruitment guidelines. Applications of those who failed to follow said guidelines will not be considered for further processing. For information and guidance.

[OSG Online Recruitment Form](https://forms.gle/hNWFwc7oJkjkpvkYA) Link:
<https://forms.gle/hNWFwc7oJkjkpvkYA>

CSC Form 212 (Revised 2017)- Personal Data Sheet:
<https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personaldata-sheet>

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 July to December 2023 and January to June 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](#).

Further, please be informed that the processing for the first batch of hiring and promotion 2024 (May 2024 Publication) is still ongoing. Applicants who successfully passed the examination for the said batch may still opt to reapply for the second batch of hiring and promotion 2024 (July 2024 Publication).

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
LEGAL SERVICE
As of July 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards			
					Education	Training	Experience	Eligibility
1	Administrative Officer IV	15	6	OSGB-ADOF4-40-2008; OSGB-ADOF4-88-2009; OSGB-ADOF4-50-2008; OSGB-ADOF4-61-2008; OSGB-ADOF4-78-2008; OSGB-ADOF4-90-2009	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	15	7	OSGB-SADAS3-24-2014; OSGB-SADAS3-30-2014; OSGB-SADAS3-173-2008; OSGB-SADAS3-5-2006; OSGB-SADAS3-6-2006; OSGB-SADAS3-78-2009; OSGB-SADAS3-9-2014	Completion of 2- year studies in college or High School Graduate with relevant	16 hours of relevant training	3 years of relevant experience	CS Sub-Professional/ First Level Eligibility
3	Administrative Officer III	14	11	OSGB-ADOF3-78-2008; OSGB-ADOF3-64-2008; OSGB-ADOF3-44-2008; OSGB-ADOF3-46-2008; OSGB-ADOF3-62-2008; OSGB-ADOF3-70-2008; OSGB-ADOF3-76-2008; OSGB-ADOF3-87-2008; OSGB-ADOF3-101-2009; OSGB-ADOF3-103-2009; OSGB-ADOF3-3-2018	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility
4	Senior Administrative Assistant I	13	4	OSGB-SADAS1-6-2004; OSGB-SADAS1-186-2008; OSGB-SADAS1-188-2008; OSGB-SADAS1-82-2009	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

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No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards			
					Education	Training	Experience	Eligibility
5	Administrative Officer II	11	1	OSGB-ADOF2-85-2008	Bachelor's Degree relevant to the position	None required	None required	CS Professional / Second Level Eligibility
6	Administrative Assistant V	11	2	OSGB-ADASS-116-2009; OSGB-ADAS5-19-2004	Completion of 2-year studies in college or High School Graduate with relevant	8 hours of relevant training	2 years of relevant experience	CS Sub-Professional / First Level Eligibility
TOTAL No. of Vacancies			31					
<p style="text-align: center;">Job Description:</p> <p>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.</p>					<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; • Proofread briefs and pleadings; • Performs general secretarial work. 			

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
INTERNAL AUDIT DIVISION
As of July 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Internal Auditor II	15	1	OSGB-IAUD2-13-2008	CS Professional/ Second Level Eligibility	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Internal Audit Division
TOTAL No. of Vacancies			1						
<p style="text-align: center;">Job Description: Under the direct supervision of the Internal Auditor V, performs various tasks, as follows:</p>					<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; • Trains new Internal Auditor I; and, • Does related work. 				

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE
As of July 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Officer I	10	1	OSGB-ADOF1-114-2008	Bachelor's degree relevant to the position	None required	None required	CS Professional / 2nd Level Eligibility	Human Resource Management and Administrative Service- Human Resource Management Division
<p style="text-align: center;">Job Description:</p> <p>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 by higher authorities. 				

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE
As of July 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
2	Administrative Aide VI (Clerk III)	6	1	OSGB-ADA6-180-2004	Completion of 2- years studies in college	None required	None required	CS Sub- Professional / First Level Eligibility	Human Resource Management and Administrative Service- Administrative Division
<p style="text-align: center;">Job Description:</p> 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. 				

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HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE
As of July 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
3	Administrative Aide V (Carpenter II)	5	1	OSGB-ADA5-106-2008	Elementary School Graduate	None required	None required	Carpenter (MC No. 10,s 2013-Cat II)	Human Resource Management and Administrative Service- Administrative 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"> • Build and install cabinets, tables, door based on the request; • Measures, cut or shape wood, drywall and other materials, finish applications by planning, shaping and sanding using hand and power tools; • Assemble prepared components of various structures including chairs and cabinets, bookcases and door and; • Maintain and clean equipment and work area. 				

Office of the Solicitor General
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HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE
As of July 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
4	Process Server	5	1	OSGB-PROCS-22-2008	Highschool Gradute	None required	None required	None required (MC 11, S. 96 – Cat. III)	Human Resource Management and Administrative Service- Administrative Division
	<p style="text-align: center;">Job Description:</p> <p>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"> • 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 				

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE
As of July 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
5	Administrative Aide II	3	2	OSGB-ADA3-11-2008; OSGB-ADA3-198-2004	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 Librarian V (Chief Librarian), performs various tasks, as follows:				<ul style="list-style-type: none"> • Maintain the stockroom of unserviceable properties; • Routes documents for signature of end-users; • Filing of documents; and, • Perform any other tasks that may be assigned by the immediate supervisor. 				
TOTAL No. of Vacancies			6						

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
FINANCIAL MANAGEMENT SERVICE
As of July 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Assistant II	8	1	OSGB-ADAS2-177-2004	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	Financial Management Service- Accounting Division
TOTAL No. of Vacancies			1						
<p style="text-align: center;">Job Description:</p> <p>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"> • Prepares monthly remittance of the following: <ul style="list-style-type: none"> a. BIR withholding taxes; b. Pag-IBIG contributions; c. PhilHealth contributions; • Prepares disbursement vouchers; • Maintains records, reports and other pertinent documents; • Assists in the operation of OSG Provident Fund; and, • Performs other duties as may be assigned from time to time by superior officials. 				

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
DOCKET MANAGEMENT SERVICE
As of July 18, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide VI (Microfilming Machine Operator I)	6	1	OSGB-ADA6-192-2004	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Photographer (MC No. 10 s. 2013 - Cat II)	Docket Management Service- Document Management Division
TOTAL No. of Vacancies			1						
<p style="text-align: center;">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"> • Assists in the opening of mails from the Post Office (PHLPOST) and courier service. • Assists in the processing of outbound documents received from various legal divisions; • Assists in the segregating/ encoding of notices of appearance and/or delegations; • Preparing of registered mails, including registry return cards, mail bills and mail envelopes; and, • Other tasks that maybe assigned from time to time. 				