

Pursuant to the Human Resource Merit Promotion and Selection Board for Administrative Employees' Additional 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 at the **OSG Online Recruitment Form on or before September 25, 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 Online Recruitment Guidelines attached in this memorandum. Applications of those who failed to follow said guidelines will not be considered for further processing.

For information and guidance.

OSG Online Recruitment Form Link: <https://docs.google.com/forms/d/1pyIrygiKG-HFY9YtjEPsQ78ryynh-0bkO7S8AEB8iXI>

CSC Form 212 (Revised 2017)- Personal Data Sheet:

<https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-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 second batch of hiring and promotion 2024 (July 2024 Publication) is still ongoing. Applicants who successfully passed the evaluation for the said batch may still opt to reapply for the additional second batch of hiring and promotion 2024 (September 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
FINANCIAL MANAGEMENT SERVICE

As of 5 September 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Supervising Administrative Officer	22	1	OSGB-SADOF-102-2008	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional/ Second Level Eligibility	Financial Management Service- Cash Division
TOTAL No. of Vacancies			1						
<p style="text-align: center;">Job Description: Under the direct supervision of the Service Director, performs various tasks, as follows:</p>					<ul style="list-style-type: none"> • Supervise the personnel in the Cash Division directing the preparation of all reports for the month; • Directs, oversee safekeeping of all cash collections, cash bonds and financial records of daily transactions of the office; • Supervise all daily deposit to the Bureau of Treasury accredited banks; • Prepares report and maintain cash books for Cash Advances(Updated July 9, 2024 data from Ms. Adel of FMS) • Supervise the personnel in the Cash Division directing the preparation of all reports for the month; • Directs, oversee safekeeping of all cash collections, cash bonds and financial records of daily transactions of the office; • Supervise all daily deposit to the Bureau of Treasury accredited banks; • Prepares report and maintain cash books for Cash Advances for the allowances and benefits of the officials and employees of the office; • Receives, Reviews and Signs Reports/Lists of Collections for Deposit; • Review/Sign prepared checks, ADA, LDDAP, Report of Checks Issued, (RADAI), Report of Collections, Checks / Indexing of Vouchers; • Review/Sign Monthly Summary Report of Collections and Deposits for the rating period then submit to COA; • Uploads/Submits online BTr Request letter of the Certification of Income and coordinates with other matters for reconciliation; • Uploads/Request online BTr Fidelity Bonds; • Prepares/Submits Letter of Intent (LOI) / Hold and Credit (H&C) to Landbank for issues and concerns; • Review/Sign, process Agency Allowance/Honoraria; • Approves and process GSIS loans; and, • Manage, Disburse and Liquidate Petty Cash Fund and Cash Advances. 				

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
DOCKET MANAGEMENT SERVICE

As of 5 September 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-ADOF1-107-2008	Bachelor's degree relevant to the position	None required	None required	CS Professional / 2nd Level Eligibility	Docket Management Service- Criminal Cases Division
2	Administrative Officer I	10	3	OSGB-ADOF1-108-2008; OSGB-ADOF1-109-2008; OSGB-ADOF1-110-2008	Bachelor's degree relevant to the position	None required	None required	CS Professional / 2nd Level Eligibility	Docket Management Service- Special Proceedings and Land Cases Division
3	Administrative Officer I	10	1	OSGB-ADOF1-176-2004	Bachelor's degree relevant to the position	None required	None required	CS Professional / 2nd Level Eligibility	Docket Management Service- Document Management Division
TOTAL No. of Vacancies			5						
<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. 				

Office of the Solicitor General
PUBLICATION OF VACANT ADMINISTRATIVE POSITION
LEGAL SERVICE
As of 5 September 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Item Numbers	Qualification Standards			
					Education	Training	Experience	Eligibility
1	Administrative Assistant III	9	18	OSGB-ADAS3-62-2004; OSGB-ADAS3-65-2004; OSGB-ADAS3-66-2004; OSGB-ADAS3-69-2004 OSGB-ADAS3-71-2004; OSGB-ADAS3-77-2004; OSGB-ADAS3-78-2004; OSGB-ADAS3-80-2004; OSGB-ADAS3-81-2004; OSGB-ADAS3-86-2004; OSGB-ADAS3-101-2004; OSGB-ADAS3-119-2004; OSGB-ADAS3-121-2004; OSGB-ADAS3-148-2004; 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
TOTAL No. of Vacancies			18					
<p style="text-align: center;">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.</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. 			