Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION
LEGAL SERVICE
As of 21 November 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-ADOF4-36-2008; OSGB-ADOF4-43-2008; OSGB-ADOF4-49-2008; OSGB-ADOF4-73-2008	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-SADAS3-180-2008; OSGB-SADAS3-181-2008; OSGB-SADAS3-183-2008	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
3	**Administrative Officer III**	14	8	OSGB-ADOF3-60-2008; OSGB-ADOF3-66-2008; OSGB-ADOF3-85-2008; OSGB-ADOF3-88-2008; OSGB-ADOF3-98-2009; OSGB-ADOF3-99-2009; OSGB-ADOF3-100-2009; OSGB-ADOF3-105-2009	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	3	OSGB-SADAS1-13-2004; OSGB-SADAS1-186-2008; OSGB-SADAS1-190-2008	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	9	OSGB-ADOF2-53-2008; OSGB-ADOF2-56-2008; OSGB-ADOF2-59-2008; OSGB-ADOF2-74-2008; OSGB-ADOF2-76-2008; OSGB-ADOF2-89-2008; OSGB-ADOF2-100-2008; OSGB-ADOF2-110-2009; OSGB-ADOF2-113-2009	Bachelor's Degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	Legal Service
6	**Administrative Assistant V**	11	12	OSGB-ADAS5-18-2004; OSGB-ADAS5-20-2004; OSGB-ADAS5-23-2004; OSGB-ADAS5-31-2004; OSGB-ADAS5-32-2004; OSGB-ADAS5-37-2004; OSGB-ADAS5-39-2004; OSGB-ADAS5-40-2004; OSGB-ADAS5-41-2004; OSGB-ADAS5-115-2009; OSGB-ADAS5-117-2009; 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-ADAS3-64-2004; OSGB-ADAS3-67-2004; OSGB-ADAS3-70-2004; OSGB-ADAS3-72-2004; OSGB-ADAS3-74-2004; OSGB-ADAS3-75-2004; OSGB-ADAS3-76-2004; 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.				• 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			**57**					

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION
PLANNING DIVISION
As of 21 November 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 III**	18	1	OSGB-PLO3-16-2008	Bachelor's degree relevant to the job	8 hours of relevant training	2 years 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:				Consolidates and prepares reports to be submitted to the management; Prepares memoranda, office orders, policies, and other correspondence/communication letter; Implements Projects, Activities, and Programs as a member of different committees such as the Performance Management Team, Committee on Anti-Red Tape, etc.; and, Performs such other duties as directed.				
	TOTAL No. of Vacancies		**1**						

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION
HUMAN RESOURCE MANAGEMENT and ADMINISTRATIVE SERVICE
As of 21 November 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 II**	11	1	OSGB-ADOF2-101-2008	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
	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:				• 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-ADA6-113-2008	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
	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:				• 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-ADOF4-38-2008	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 Property and Supply Section, as follows:				• Checks the Requisition and Issue Slip (RSI) and Stock Card (SC), updates the Manual Inventory Report, and submits the Report of Supplies and Materials Issued (RSMI) to FMS monthly; • Monitors stock levels and process the procurement of common office supplies through the PS Virtual Store or from external suppliers upon CNAS; • Allocates the distribution of office supplies and assists in the preparation of supplies for distribution based on the RIS;□ • Assists in the preparation and submission of the Annual Procurement Plan- Common Supplies and Equipment (APP-CSE); • Establishes an inventory system specifically tailored to manage office supplies;□ • Conducts a physical count of on-hand suppplies and submits the Report on the Physical Count of Inventories to FMS and COA semi-annually;□ • Consolidates quarterly inventory reports of supplies; • Conducts evaluations of sample items for procurement; and, □ • Performs other tasks that may be assigned from time to time.				
4	**Security Officer I**	11	1	OSGB-SECO1-1-1998	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), performs various tasks in the Security, Ground, and Building Maintenance Section, as follows:				• Assists in the monitoring of routine activities of the outsourced security guards as well as security operation in the OSG Main Building and rented offices; • Assists in the monitoring and operation of the CCTV and prepares reports as requested by employees; • Attends to security requests/ call concerns; • Prepares reports of untoward incidents and accident reports 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 Aide II**	2	1	OSGB-ADA2-202-2004	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:				• Picks up and route documents to and from other divisions; • Runs general errands for the Administrative Division; • Assists in the delivery and pull-out of office properties; • Assists in the delivery and issuance of common office supplies; and, • Performs any other tasks that may be assigned by the immediate supervisor/director.				
6	**Administrative Aide I**	1	2	OSGB-ADA1-209-2004; OSGB-ADA1-211-2004	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:				•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; and, •Performs other duties that may be assigned from time to time.				
	TOTAL No. of Vacancies			**7**					

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION
FINANCIAL MANAGEMENT SERVICE
As of 21 November 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 Aide IV (Driver II)	4	1	OSGB-ADA4-188-2004	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, S. 96-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, performs various tasks, as follows:				• Drives official vehicles to transport officials and employees to submit documents and attend hearings, conferences, and meetings in the performance of their official duties; • Performs minor repairs and maintenance of the vehicles; • Performs other duties assigned by the superior officers.				
2	Administrative Aide IV (Driver II)	4	1	OSGB-ADA4-201-2004	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, S. 96-Cat II)	Financial Management Service-Cash Division
	Job Description: Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer, performs various tasks, as follows:				• Drives official vehicles to transport officials and employees to attend briefings/ hearings, conferences, and meetings in the performance of their official duties; • Drives official vehicles to transport employees, collecting officers, and cashier to withdraw and deposit to banks and submits reports to oversight agencies; • Performs minor repairs and maintenance on assigned vehicles; • Routes documents to signatory and scans documents; and, • Performs other duties assigned by the superior officers.				
	TOTAL No. of Vacancies			**2**					

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION
DOCKET MANAGEMENT SERVICE
As of 21 November 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 Chief Administrative Officer, performs various tasks, as follows:				• 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-ADOF1-107-2008	Bachelor's degree relevant to the position	None Required	None Required	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 Chief Administrative Officer, performs various tasks, as follows:				• 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	**Supervising Administrative Officer**	22	1	OSGB-SADOF-105-2008	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-Document Management Division
	Job Description: Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer, performs various tasks, as follows:				• Assist the Chief Administrative Officer in the daily operations of the Division; • In-Charge in the receiving of documents in the window receiving area; • Assists in the opening of registered mails from the post office; • Assists in the encoding of documents/ pleadings due for mailing; • Assists in the encoding of LBC documents; and, • Performs other tasks that may be assigned from time to time.				
4	**Process Server**	5	1	OSGB-PROCS-19-2008	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 Managament Division, DMS)
	Job Description: Under the direct supervision of the Chief Administrative Officer, performs various tasks, as follows:				• Attends to personal deliveries to Suprement 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			**4**					

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than December 11, 2025

1. Letter of Intent specifying the position applied for;
2. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
3. Performance rating **in the last rating period** (if applicable);
4. Certificate of Eligibility/Rating/License (if applicable);
5. Certificate of Membership to the Bar and Certificate of Bar Rating (For Lawyer Applicants only);
6. Transcript of Records;
7. Certificate/s of Training/ Seminars (For positions requiring relevant training/seminar); and
8. Certificate of Employment (For positions requiring relevant work experience).

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to send their application using the provided link or email with the subject format: **Position Applied For – Full Name** to:

EDITHA R. BUENDIA
Director IV- HRMAS
134 Amorsolo St., Legaspi Village. Makati City
recruitment@osg.gov.ph/https://forms.gle/sSLYJ638QwPUj7NR8

Only those who have submitted the complete documents within the prescribed period and met ALL the required qualification standards will be considered.
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.