

HOW TO APPLY

Interested and qualified applicants should signify their interest in writing by sending their documents via electronic mail at recruitment@osg.gov.ph indicating the **Position Applied For, Place of Assignment and Full Name** as email subject and submit the following documents:

LIST OF REQUIREMENTS FOR OUTSIDER/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. Certificate of Membership to the Bar and Certificate of Bar Rating (For Lawyer Applicants only);
4. Transcript of Records and Diploma;
5. Training Certificates (if applicable); and,
6. Certified True Copy of Performance Rating in the last 2 rating period (if applicable).

LIST OF REQUIREMENTS FOR INSIDER/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 2023 and July to December 2023 (attachment to your IPCR).

QUALIFIED APPLICANTS are advised to email their application to:

EDITHA R. BUENDIA
Director IV- HRMAS
134 Amorsolo St., Legaspi Village. Makati City
recruitment@osg.gov.ph

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.**

All interested and qualified individuals, regardless of age, gender, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

Office of the Solicitor General

PUBLICATION OF VACANT LAWYER POSITION Legal Service

Position Title (Parenthetical Title, if applicable)	Item Number	SG	No. of Vacancies	Qualification Standards				Place of Assignment	End Date of Publication
				Education	Training	Experience	Eligibility		
Associate Solicitor I	OSGB-ASOL1-70-2008 OSGB-ASOL1-78-2008 OSGB-ASOL1-79-2008 OSGB-ASOL1-81-2008 OSGB-ASOL1-82-2008 OSGB-ASOL1-84-2008 OSGB-ASOL1-90-2008 OSGB-ASOL1-51-2009 OSGB-ASOL1-3-2022 OSGB-ASOL1-5-2022 OSGB-ASOL1-6-2022 OSGB-ASOL1-7-2022 OSGB-ASOL1-9-2022 OSGB-ASOL1-10-2022 OSGB-ASOL1-13-2022 OSGB-ASOL1-14-2022	24	16	Bachelor of Laws	None Required	None Required	RA 1080 (Bar)	Legal Service	March 8, 2024
<p>Job Description: Under the direction of the Solicitor General and direct supervision of the Assistant Solicitors General in the performance of the functions and duties reposed by law in the OSG.</p>				<p>Performs various tasks, as follows:</p> <ul style="list-style-type: none"> • Represent the government in all cases before all courts in which the government or any officer thereof, in his official capacity, is a party; • Represent the people in the Supreme Court, Court of Appeals and all the other courts where appropriate; • Prepare and file pleadings within periods provided for by law, or office rules and regulations; • Perform other duties prescribed by Section 35, Executive Order No. 292; and • Perform such other functions as may be assigned by Head of Office. 					

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Associate Solicitor III	OSGB-ASOL3-6-1998 OSGB-ASOL3-10-1998 OSGB-ASOL3-21-1998 OSGB-ASOL3-26-1998 OSGB-ASOL3-38-1998 OSGB-ASOL3-40-1998 OSGB-ASOL3-36-2009 OSGB-ASOL3-37-2009 OSGB-ASOL3-1-1998 OSGB-ASOL3-13-1998 OSGB-ASOL3-18-1998 OSGB-ASOL3-5-1998 OSGB-ASOL3-37-1998 OSGB-ASOL3-39-2009 OSGB-ASOL3-40-2009 OSGB-ASOL3-27-1998	26	16	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (Bar)	Legal Service
Job Description: Under the direction of the Solicitor General and direct supervision of the Assistant Solicitors General in the performance of the functions and duties reposed by law in the OSG.				Performs various tasks, as follows: <ul style="list-style-type: none"> • Represent the government in all cases before all courts in which the government or any officer thereof, in his official capacity, is a party; • Represent the people in the Supreme Court, Court of Appeals and all the other courts where appropriate; • Prepare and file pleadings within periods provided for by law, or office rules and regulations; • Perform other duties prescribed by Section 35, Executive Order No. 292; and • Perform such other functions as may be assigned by Head of Office 				

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				Education	Training	Experience	Eligibility	
State Solicitor II	OSGB-SSOL2-52-2008 OSGB-SSOL2-55-2008 OSGB-SSOL2-57-2008 OSGB-SSOL2-59-2008 OSGB-SSOL2-60-2008 OSGB-SSOL2-61-2008 OSGB-SSOL2-62-2008 OSGB-SSOL2-63-2008 OSGB-SSOL2-67-2008 OSGB-SSOL2-71-2008 OSGB-SSOL2-74-2008 OSGB-SSOL2-89-2008 OSGB-SSOL2-19-2009 OSGB-SSOL2-21-2009 OSGB-SSOL2-25-2009 OSGB-SSOL2-43-2008 OSGB-SSOL2-47-2008	28	17	Bachelor of Laws	Must be a natural-born citizen of the Philippines; Must be at least 30 years old	At least 5 years in the practice of law in the Philippines	RA 1080 (BAR)	Legal Service
Job Description: Under the direction of the Solicitor General and direct supervision of the Assistant Solicitors General in the performance of the functions and duties reposed by law in the OSG.				Performs various tasks, as follows: <ul style="list-style-type: none"> • Represent the government in all cases before all courts in which the government or any officer thereof, in his official capacity, is a party; • Represent the people in the Supreme Court, Court of Appeals and all the other courts where appropriate; • Prepare and file pleadings within periods provided for by law, or office rules and regulations; • Perform other duties prescribed by Section 35, Executive Order No. 292; • Perform such other functions as may be assigned by Head of Office 				

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				Education	Training	Experience	Eligibility	
State Solicitor I	OSGB-SSOL1-78-2008 OSGB-SSOL1-86-2008 OSGB-SSOL1-28-2009 OSGB-SSOL1-29-2009 OSGB-SSOL1-30-2009 OSGB-SSOL1-56-2008	27	6	Bachelor of Laws	Must be natural born citizen of the Philippines; Must be at least 30 years old.	At least 5 years in the Practice of Law in the Philippines	RA 1080 (Bar)	Legal Service
<p>Job Description: Under the direction of the Solicitor General and direct supervision of the Assistant Solicitors General in the performance of the functions and duties reposed by law in the OSG.</p>				<p>Performs various tasks, as follows:</p> <ul style="list-style-type: none"> • Represent the government in all cases before all courts in which the government or any officer thereof, in his official capacity, is a party; • Represent the people in the Supreme Court, Court of Appeals and all the other courts where appropriate; • Prepare and file pleadings within periods provided for by law, or office rules and regulations; • Perform other duties prescribed by Section 35, Executive Order No. 292; and • Perform such other functions as may be assigned by Head of Office 				

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Associate Solicitor II	OSGB-ASOL2-32-2014, OSGB-ASOL2-36-2014, OSGB-ASOL2-50-2014, OSGB-ASOL2-40-2014, OSGB-ASOL2-42-2014, OSGB-ASOL2-44-2014, OSGB-ASOL2-45-2014, OSGB-ASOL2-46-2014, OSGB-ASOL2-47-2014, OSGB-ASOL2-48-2014, OSGB-ASOL2-49-2014, OSGB-ASOL2-52-2014, OSGB-ASOL2-55-2014, OSGB-ASOL2-60-2014, OSGB-ASOL2-38-2014, OSGB-ASOL2-9-1998	25	16	Bachelor of Laws	4 hours of relevant training	1 year relevant experience	RA 1080 (Bar)	Legal Service
Job Description: Under the direction of the Solicitor General and direct supervision of the Assistant Solicitors General in the performance of the functions and duties reposed by law in the OSG.				Performs various tasks, as follows: <ul style="list-style-type: none"> • Represent the government in all cases before all courts in which the government or any officer thereof, in his official capacity, is a party; • Represent the people in the Supreme Court, Court of Appeals and all the other courts where appropriate; • Prepare and file pleadings within periods provided for by law, or office rules and regulations; • Perform other duties prescribed by Section 35, Executive Order No. 292; • Perform such other functions as may be assigned by Head of Office 				

Office of the Solicitor General

PUBLICATION OF VACANT ADMINISTRATIVE POSITION Internal Audit Division

Position Title (Parenthetical Title, if applicable)	Item Number	SG	No. of Vacancy/ies	Qualification Standards				Place of Assignment	End Date of Publication
				Education	Training	Experience	Eligibility		
Internal Auditor V	OSGB-IAUD5-10-2008	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	CS Professional/ Second Level Eligibility	Internal Audit Division	18-Feb-24
<p>Job Description: Under the direction of the Solicitor General and direct supervision of the Assistant Solicitors General in the performance of the functions and duties reposed by law in the OSG.</p>				<p>I. Mission and Function</p> <ol style="list-style-type: none"> 1. Provide independent, objective assurance designed to add value and improve the agency's operations; 2. Helps accomplish the agency's objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes; 3. Conducts comprehensive audit of various agency activities, specifically: <ul style="list-style-type: none"> • Advise the Solicitor General on all matters relating to management control and operations audit; • Conduct management and operations performance audit of the agency and determine the degree of compliance with its mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations; • Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports and performance standards of the office; • Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; • Appraise procedures and related matters, including expressing an opinion as to the efficiency or adequacy of existing procedures; and appraising personnel efficiency; • Perform functions of protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of agency property and checks transactions with outside parties; • Provide other services, including special investigations and assistance to outside contacts such as the COS and CSC; and • Perform such other related duties and responsibilities as may be assigned or delegated by the Solicitor General or as may be required by the law. 					

Position Title (Parenthetical Title, if applicable)	Item Number	SG	No. of Vacancy/ies	Qualification Standards				Place of Assignment	End Date of Publication
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				II. Responsibility: 1. Develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns by the management), and review periodic updates for submission to the Solicitor General for approval prior to its implementation; 2. Implement the approved annual audit plan, including as appropriate, any special tasks or projects as requested by the Solicitor General; 3. Assist in the investigation of significant suspected fraudulent activities within the agency and notify the Solicitor General of the results; 4. Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications; 5. Issue periodic reports to the Solicitor General summarizing the results of audit activities; 6. Keep the Solicitor General informed of emerging trends and successful practices in internal auditing. 7. Conduct fact-finding investigations based on the documented reports/complaints as approved by the Solicitor General; 8. Conduct fact-finding investigations based on the documented reports/complaints as approved by the Solicitor General; 9. Consider the scope of work of COA auditors as appropriate, for the purpose of providing optimal audit coverage to the office at reasonable cost. 10. Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications; 11. Issue periodic reports to the Solicitor General summarizing the results of audit activities; 12. Keep the Solicitor General informed of emerging trends and successful practices in internal auditing; 13. Conduct fact-finding investigations based on the documented reports/complaints as approved by the Solicitor General; and 14. Consider the scope of work of COA auditors as appropriate, for the purpose of providing optimal audit coverage to the office at reasonable cost.					

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PUBLICATION OF VACANT LAWYER POSITION Legal Service

Position Title (Parenthetical Title, if applicable)	Item Number	SG	No. of Vacancy/ies	Qualification Standards				Place of Assignment	End Date of Publication
				Education	Training	Experience	Eligibility		
Chief Administrative Officer	OSGB-CADOF-39-2008	24	1	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	CS Professional / Second Level Eligibility	Criminal Cases Division - DMS	18-Feb-24
Job Description: Under the direction of the Solicitor General and direct supervision of the Assistant Solicitors General in the performance of the functions and duties reposed by law in the OSG.				<ul style="list-style-type: none"> <input type="checkbox"/> Supervises the day to day activities of the criminal division; <input type="checkbox"/> Investigates documents not found in the ECMT by the barcoder; <input type="checkbox"/> Signing of the certification of no-pending cases involving some parties; <input type="checkbox"/> Dispatches new cases to the office of the SolGen; <input type="checkbox"/> Sorts and prioritizes incoming documents and barcodes and encodes new cases; <input type="checkbox"/> Signs checklist of physical archiving of records; <input type="checkbox"/> Rates performance of subordinates; and, <input type="checkbox"/> Performs other tasks that may be assigned from time to time. 					