

Pursuant to the Human Resource Merit Promotion and Selection Board for Administrative Employees' First 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 27 May 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 Link: <https://forms.gle/AvhCUJbzF74pUCu2A>

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 to 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 position applied for and the Service/Division where the vacancy is; otherwise, applications will NOT be processed.
5. Applications of those who failed to follow instructions will NOT be processed. Incomplete document attachments and applications submitted beyond the deadline will not be considered.

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. Accomplishment/ Monitoring Report from January to June 2023 and July to December 2023 (attachment to your IPCR):
 - ECMT-generated Lawyer Annual Report 2023 (*For applicants under the Legal Service*)
 - Monitoring Report/IPCRC attachment 2023 (*For applicants under the Administrative Support Service*)

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).

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 89881-751 and loc. 751.

OFFICE OF THE SOLICITOR GENERAL

VACANT ADMINISTRATIVE POSITIONS LEGAL SERVICE

As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Qualification Standards			
				Education	Training	Experience	Eligibility
1	Administrative Officer II	11	15	Bachelor's Degree relevant to the position	None required	None required	CS Professional / Second Level Eligibility
2	Administrative Assistant V	11	4	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
3	Administrative Assistant III	9	17	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			36				
<p>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; • Proofreads briefs and pleadings; • Performs general secretarial work. 			

OFFICE OF THE SOLICITOR GENERAL

VACANT ADMINISTRATIVE POSITIONS INTERNAL AUDIT DIVISION

As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Internal Auditor I	11	1	Bachelor's degree relevant to the job	None Required	None Required	CS Professional/ Second Level Eligibility	Internal Audit Division
	Job Description: Under the immediate supervision of the Internal Auditor V, performs various tasks, as follows:			<ul style="list-style-type: none"> • Under general supervision, conducts research to obtain background information on the activities to be audited/reviewed; • Discusses research findings with the audit team leader; • Performs standard auditing/review work; • Drafts report on the result of audit/review; and, • Performs such other related duties and responsibilities as may be assigned by the immediate supervisor 				
TOTAL No. of Vacancies			1					

Office of the Solicitor General
VACANT ADMINISTRATIVE POSITIONS
PLANNING DIVISION
As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
	Planning Officer II	15	1	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Planning Division
1	Job Description: Under the immediate supervision of the Planning Officer V, performs various tasks, as follows:			<ul style="list-style-type: none"> • Consolidates and prepares accomplishment reports and calendars of activities; • Prepares memoranda, policy paper, office orders; • Conducts research and provides technical assistance in reviewing documents for the Solicitor General; and, • Acts as secretariat for committees where the Planning Division is a member 				
TOTAL No. of Vacancies			1					

Office of the Solicitor General

VACANT ADMINISTRATIVE POSITIONS HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Administrative Officer V	18	1	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Human Resource Management and Administrative Service- Administrative Division
	<p>Job Description: Under the direct supervision of the Chief Administrative Officer (CAO), performs various tasks in the Procurement Section, as follows:</p>				<ul style="list-style-type: none"> • Coordinates and monitors all procurement activities of the procurement unit; • Manage and monitors all phases of the procurement process; • Prepares/Reviews procurement monitoring, accomplishments, and other reports relative to procurement as required by other government agencies; • Provides technical and administrative support services to the Bids and Awards Committee and the Special Bids and Awards Committee; • Monitors compliance with the terms and conditions of the procurement contract; • Provides technical assistance to the end-user of the agency in the preparation of their PPMP, and review and assessment of the agency's procurement performance; • Acts as the central channel of communication for the BAC end-user, project management office/s, other units of the line agency, among others; • Reviews the procurement documents such as but not limited to; PR/PO, Abstrance of Quotation and other related documents; and • Performs other functions assigned from time to time by CAO and Director. 			

Office of the Solicitor General

VACANT ADMINISTRATIVE POSITIONS HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
2	Administrative Officer IV	15	1	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
<p>Job Description: Under the direct supervision of the Chief Administrative Officer (CAO), performs various tasks in the Property and Supply Section, as follows:</p>				<ul style="list-style-type: none"> • Establish an Inventory System specifically tailored to manage Property, Plant, and Equipment (PPE); • Reviews the Terms of Reference (TOR), specifically focusing on the delivery and payment terms, before accepting the Inspection and Acceptance Report (IAR) for property and supplies; • Submits the reconciled Report on the Physical Count of Property, Plant, and Equipment(RPCPE) to the Financial Management Service (FMS) and the Commission on Audit (COA) for proper documentation and record-keeping; • Updates the Property Card (PC) with accurate and current information; • Conducts physical count of serviceable and unserviceable properties; • Processes the necessary documents for non-existing or missing PPE; • Prepares the following documents related to property management: <ul style="list-style-type: none"> a. Inventory Custodian Slip (ICS) b. Property Acknowledgement Receipt (PAR) c. Receipt of Returned Equipment (RRE) d. Inventory Transfer Report (ITR) e. Property Transfer Report (PRT) • Handles the process of repair of Information and Communication Technology Equipment (ICTE); • Prepares Inventory Count Form to facilitate the physical inventory process; and, • Performs other tasks as maybe assigned from time to time. 				

Office of the Solicitor General

VACANT ADMINISTRATIVE POSITIONS HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE

As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
3	Security Officer II	15	1	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 Security, Ground, and Building Maintenance Section, as follows:			<ul style="list-style-type: none"> • Supervise the monitoring of routine activities of the outsourced security guards as well as security operation of the OSG Building and rented offices; • Supervise the monitoring and operation of CCTV and prepares reports as requested by employees; • Supervise the conduct of security guard formation twice a month to update the safety measures of the office; • Prepares reports of untoward incidents and accident report as the need arises; and, • Performs other related tasks as may be assigned by immediate supervisor. 				
4	Administrative Officer II	11	1	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 Procurement Section, as follows:			<ul style="list-style-type: none"> • Procures airline ticket and travel insurance for international and local travel of OSG officials and employees; • Facilitate PhilGEPs posting, when needed; • Prepares procurement documents such as PR/PO, Abstract of Quotation, among others; • Coordinates with suppliers and end-users; • Provides technical and administrative assistance to the BAC and SBAC; and • Performs other tasks that may be assigned from time to time; 				

Office of the Solicitor General

VACANT ADMINISTRATIVE POSITIONS HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
5	Process Server	5	2	Highschool Graduate	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), performs various tasks, as follows:			<ul style="list-style-type: none"> Encodes day-to-day issuances of requested supplies in the Infosys; Picks up procured supplies from PS-DBM; Files Requisition and Issue Slip; and Performs other related tasks as may be assigned by immediate supervisor. 				
6	Administrative Aide II	2	3	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), performs various tasks, as follows:			<ul style="list-style-type: none"> Picks up and route documents to and from other divisions; Runs general errands of the service; Perform any other tasks that may be assigned by the immediate supervisor/director. 				

Office of the Solicitor General

VACANT ADMINISTRATIVE POSITIONS HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
7	Administrative Officer II	11	2	Bachelor's Degree relevant to the job	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), performs various tasks, as follows:				<ul style="list-style-type: none"> • 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 other tasks that may be assigned from time to time. 				
TOTAL No. of Vacancies		11						

Office of the Solicitor General

VACANT ADMINISTRATIVE POSITIONS

DOCKET MANAGEMENT SERVICE

As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Administrative Officer I	10	2	Bachelor's degree relevant to the position	None Required	None Required	CS Professional / 2nd Level Eligibility	Docket Management Service-Criminal Cases Division
	Job Description: Under the direct supervision of the Chief Administrative Officer, performs various tasks, as follows:			<ul style="list-style-type: none"> • Encodes documents pertaining to the Division; • Prepares certification of no pendency; • Prepares documents for routing; and, • Perform other tasks that may be assigned from time to time. 				
2	Administrative Officer I	10	1	Bachelor's degree relevant to the position	None Required	None Required	CS Professional / Second Level Eligibility	Docket Management Service-Civil Cases Division
	Job Description: Under the direct supervision of the Chief Administrative Officer, performs various tasks, as follows:			<ul style="list-style-type: none"> • Encodes barcoded documents; • Assists in the profiling of new cases; • Prepares dispatch forms of new and existing cases; • Routes documents to various legal divisions, services and the Secretariat; • Performs other tasks that may be assigned from time to time. 				

Office of the Solicitor General

VACANT ADMINISTRATIVE POSITIONS

DOCKET MANAGEMENT SERVICE

As of May 07, 2024

No.	Position Title (Parenthetical Title, if applicable)	SG	No. of Vacancies	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
3	Administrative Officer I	10	1	Bachelor's degree relevant to the position	None Required	None Required	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 CAO, performs various tasks, as follows:				<ul style="list-style-type: none"> • Encodes/barcodes pleadings received over-the-counter; • Processes requests on proofs of receipts and Post Masters Certificates due for Legal Divisions; • Monitors and files mail bills; • Checks and processes enveloped and mail bills due for mailing; • Assists in the functions of AO III, in his/her absence; • Performs other tasks that may be assigned from time to time. 			
4	Administrative Officer I	10	3	Bachelor's degree relevant to the position	None Required	None Required	CS Professional / Second Level Eligibility	Docket Management Service-Special Proceedings and Land Cases Division
	Job Description: Under the direct supervision of the Chief Administrative Officer, performs various tasks, as follows:				<ul style="list-style-type: none"> • Encodes new case documents; • Receives, forwards, and barcodes e-file case documents; • Prepares document dispatch of new cases; • Sorts scanned existing case documents according to legal divisions and prepares document dispatch (as scheduled); • Encodes existing case documents; and, • Performs other tasks that may be assigned from time to time. 			
TOTAL No. of Vacancies			7					