# ANNOUNCEMENT

Pursuant to the Human Resource Merit Promotion and Selection Board for Administrative Employees' 2026 First Batch of Hiring and Promotion, 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 and external applicants interested to apply for the vacant positions detailed in the attached list are advised to signify their interest by submitting their application at the **OSG Online Recruitment Form on or before 25 October 2026**. 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 the Memorandum. Applications of those who failed to follow said guidelines will not be considered for further processing.

For information and guidance.

**Link to the OSG Online Recruitment Form:** OSG Recruitment Form (October 2026) or https://forms.gle/n4yJVUXhJUACYXZi9

**Link to the CSC Form 212 (Revised 2026) - Personal Data Sheet:** CSC PDS 2026 and WES

# 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 or incorrect data in the documents submitted 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 EXTERNAL APPLICANTS

1. Letter of Intent and updated Personal Data Sheet (CSC Form No. 212, revised as of 2026) with attached Work Experience Sheet [CSC PDS 2026 and WES], combined in a **single PDF File**;
2. Proof of Eligibility and Certificate of Rating (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 2026) with attached Work Experience Sheet [CSC PDS 2026 and WES], combined in a **single PDF File;**
2. Proof of eligibility and Certificate of Rating (if applicable); and,
3. Accomplishment/ Monitoring Report from July to December 2025.

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 Recruitment Form (October 2026) or https://forms.gle/n4yJVUXhJUACYXZi9

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. 759.

# Office of the Solicitor General

## PUBLICATION OF VACANT ADMINISTRATIVE POSITION
## INTERNAL AUDIT DIVISION
## As of 5 October 2026

| No. | Position Title (Parenthetical Title, if applicable) | SG | No. of Vacancy/ies | ITEM NUMBERS | Qualification Standards | | | | Place of Assignment |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Education | Training | Experience | Eligibility | |
| 1 | **Internal Auditor IV** | 22 | 1 | OSGB-IAUD4-11-2008 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS Professional/ Second Level Eligibility | Internal Audit Division |
| | **Job Description:** Under direct supervision, assists in supervising the conduct of internal audit activities and other related work as may be assigned by the Solicitor General to the Internal Audit Division from time to time. | | | | •Assists in supervising internal audit staff in implementing internal control standards pursuant to the Philippine Government Internal Audit Manual (PGIAM) and National Guidelines on the Internal Control System (NGICS) to ensure effective, efficient, ethical, and economical operations and safeguard government assets;<br>•Reviews, discusses, and refines audit engagement plans with internal audit staff to evaluate the sufficiency and effectiveness of internal controls and process compliance with relevant laws, rules, and regulations;<br>•Reviews written internal audit reports, appraises audit findings, formulates actionable recommendations, and conducts monitoring to ensure proper implementation of corrective actions;<br>•Conducts reviews of financial and administrative documents, including purchase requests, disbursement vouchers, OSG/Provident Fund audits, and related records;<br>•Trains new internal auditors and rates their performance; and,<br>•Performs other related tasks assigned from time to time. | | | | |
| | **TOTAL No. of Vacancies** | | | **1** | | | | | |

# Office of the Solicitor General

## PUBLICATION OF VACANT ADMINISTRATIVE POSITION
## PLANNING DIVISION
## As of 5 October 2026

| 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 I** | 11 | 1 | OSGB-PLO1-18-2008 | Bachelor's degree relevant to the job | None Required | None Required | CS Professional/ Second Level Eligibility | Planning Division |
| | **Job Description:** Under the immediate supervision of the Planning Officer V, performs various tasks, as follows: | | | | •Consolidates and prepares reports to be submitted to the management;<br>• Prepares memoranda, office orders, policies, and other correspondence/communication letters;<br>• Discharges secretariat duties to committees when the Planning Division is a member (QMS/ISO, GFPS, CART, PMT, Senior Citizens, PRAISE); and,<br>• Performs such other duties as directed. | | | | |
| | **TOTAL No. of Vacancies** | | **1** | | | | | | |

# Office of the Solicitor General

## PUBLICATION OF VACANT ADMINISTRATIVE POSITION
## LEGAL SERVICE
## As of 5 October 2026

| 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-ADOF4-60-2008; OSGB-ADOF4-63-2008; OSGB-ADOF4-77-2008; OSGB-ADOF4-92-2009 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS Professional/ Second Level Eligibility | Legal Service |
| 2 | **Senior Administrative Assistant III** | 15 | 3 | OSGB-SADAS3-166-2008; OSGB-SADAS3-176-2008; OSGB-SADAS3-26-2014 | Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | 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 | |
| 3 | **Administrative Officer III** | 14 | 6 | OSGB-ADOF3-39-2008; OSGB-ADOF3-43-2008; OSGB-ADOF3-45-2008; OSGB-ADOF3-59-2008; OSGB-ADOF3-75-2008; OSGB-ADOF3-84-2008 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS Professional/ Second Level Eligibility | Legal Service |
| 4 | **Senior Administrative Assistant I** | 13 | 5 | OSGB-SADAS1-4-2004; OSGB-SADAS1-5-2004; OSGB-SADAS1-6-2004; OSGB-SADAS1-15-2004; OSGB-SADAS1-84-2009 | Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | 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 | 11 | OSGB-ADOF2-59-2008; OSGB-ADOF2-68-2008; OSGB-ADOF2-72-2008; OSGB-ADOF2-75-2008; OSGB-ADOF2-80-2008; OSGB-ADOF2-95-2008; OSGB-ADOF2-96-2008; OSGB-ADOF2-98-2008; OSGB-ADOF2-99-2008; OSGB-ADOF2-111-2009; OSGB-ADOF2-114-2009 | Bachelor's Degree relevant to the job | None required | None required | CS Professional/ Second Level Eligibility | Legal Service |
| 6 | **Administrative Assistant V** | 11 | 7 | OSGB-ADAS5-17-2004; OSGB-ADAS5-24-2004; OSGB-ADAS5-27-2004; OSGB-ADAS5-32-2004; OSGB-ADAS5-34-2004; OSGB-ADAS5-40-2004; OSGB-ADAS5-116-2009 | Completion of 2 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | 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 | 14 | OSGB-ADAS3-62-2004; OSGB-ADAS3-65-2004; OSGB-ADAS3-69-2004; OSGB-ADAS3-71-2004; OSGB-ADAS3-81-2004; OSGB-ADAS3-86-2004; 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 years of studies in college (prior to 2018), or High school graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | 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;<br>• 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;<br>• 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;<br>• Proofreads briefs and pleadings;<br>• Performs general secretarial work. | | | | |
| | **TOTAL No. of Vacancies** | | | **50** | | | | | |

# Office of the Solicitor General

## PUBLICATION OF VACANT ADMINISTRATIVE POSITION
## HUMAN RESOURCE MANAGEMENT and ADMINISTRATIVE SERVICE
## As of 5 October 2026

| 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-106-2008 | Bachelor's Degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS Professional / Second Level Eligibility | Human Resource Management and Administrative Service-Human Resource Management Division |
| | **Job Description:**<br>Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer, performs various tasks, as follows: | | | | • Provides supervisory assistance to the Chief Administrative Officer in:<br>a. Overseeing the overall functions and activities of the Human Resource Management Division (HRMD);<br>b. Participating in committees requiring HRMD representative;<br>c. Recommending appropriate solutions to the Service Director for the achievement of organizational goals and objectives;<br>d. Spearheading in the conduct of counselling and mentoring of the employees;<br>e. Implementing orders/ instructions from the Office of the Solicitor General;<br>f. Implementing internal policies of the HRMD; and,<br>g. Issuing memorandum to employees violating Civil Service Law Rules and Regulations;<br>• Performs other functions as may be assigned from time to time by the 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 | |
| 2 | **Administrative Officer II** | 11 | 1 | OSGB-ADOF2-103-2008 | 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:**<br>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;<br>• Prepares the documentary requirements for completion by the employees in relation to the issuance of their appointments for hiring of newly-hired administrative employees;<br>• Facilitates and/or assists in the implementation of other employee development related plans, activities, and projects;<br>• Prepares requested reports of internal and external clients; and,<br>• Performs such other duties that may be assigned from time to time. | | | | |
| 3 | **Administrative Aide VI (Clerk III)** | 6 | 1 | OSGB-ADA6-113-2008 | Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016) | None required | None required | CS Sub-Professional / First Level Eligibility | Human Resource Management and Administrative Service-Human Resource Management Division |
| | **Job Description:**<br>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;<br>• Maintains and updates employee records (201 File) of the legal staff at least once a week;<br>• Serves as custodian of all archived 201 Files;<br>• Assists in the conduct of in-house training; and,<br>• 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 | |
| 4 | **Administrative Aide VI (Microfilming Machine Operator I)** | 6 | 2 | OSGB-ADA6-114-2008; OSGB-ADA6-182-2004 | High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course | None required | None required | Photographer (MC No. 10 s. 2013- Cat II) | 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: | | | | •Operates photocopying machines for the reproduction of the required number of copies of documents needed for storage and retrieval purposes;<br>•Ensures that documents are all scanned correctly;<br>•Sorts scanned documents to their respective divisions;<br>• Maintains and updates employee records (201 File) of the legal staff at least once a week;<br>• Serves as custodian of all archived 201 Files;<br>• Performs such other duties as may be required 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 | |
| | **Administrative Aide V (Chauffeur I)** | 5 | 1 | OSGB-ADA5-107-2008 | None required | None required | None required | Professional Driver's License (MC No. 10, s. 2013-Cat. IV) | Human Resource Management and Administrative Service-Administrative Division |
| 5 | **Job Description:**<br>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: | | | | **Vehicle Operation:** Drives official vehicles safely to transport agency officials, personnel, and official guests to designated destinations.<br>**Routine Maintenance:** Inspects vehicles daily for fuel, oil, water, tire pressure, and brakes before operations.<br>**Logistics & Delivery:** Transports and delivers official documents, mail, packages, and supplies to various offices.<br>**Cleanliness & Upkeep:** Cleans, washes, and maintains the assigned vehicle regularly to ensure it is in excellent running condition<br>**Record Keeping:** Maintains an accurate and updated driver's trip ticket, logging travel time, mileage, destination, and fuel consumption.<br>**Minor Troubleshooting**: Performs minor emergency repairs on the road, such as changing flat tires or fixing basic engine issues.<br>**Safety & Compliance:** Adheres strictly to traffic rules, transport laws, and safety regulations at all times. | | | | |

| No. | Position Title (Parenthetical Title, if applicable) | SG | No. of Vacancy/ies | ITEM NUMBERS | Qualification Standards | | | | Place of Assignment |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Education | Training | Experience | Eligibility | |
| 6 | **Process Server** | 5 | 1 | OSGB-PROCS-29-2008 | High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016) | 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: | | | | **Internal and External Document Serving:** Receives, records, and delivers official inter-office notices, legal directives, compliance orders, and communications to specific sections or offices.<br>**Maintenance & Security Logistics Support:** Assists the section head by hand-carrying maintenance requests, work orders, service contract letters, and security circulars directly to personnel or service providers.<br>**Record Keeping:**Maintains precise records of all outgoing or received documents.<br>**Section Administrative Errands:** Transports urgent administrative requests and coordinates issuance of gate passes and other related documents. | | | | |
| 7 | **Administrative Aide II** | 2 | 1 | OSGB-ADA2-200-2004 | 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: | | | | **Document Reproduction & Printing:** Operates heavy-duty photocopying machines and scanners to replicate official agency forms, training materials, manuals, and administrative issuances and other official documents.<br>**Equipment Maintenance:** Conducts basic daily maintenance of reproduction equipment, which includes refilling paper, replacing toner or ink cartridges, clearing paper jams, and reporting mechanical faults for professional servicing.<br>**Supply Inventory Management:** Monitors and maintains an inventory of reproduction supplies, such as various paper sizes, inks, master rolls, binding combs, and staples, and prepares requests for replenishment.<br>**Order Logging & Tracking:** Keeps a precise logbook or digital record of all reproduction requests, tracking the requesting department, the number of copies made, and the date of completion.<br>**Distribution & Logistics:** Sorts finished materials for pickup, coordinate and/or routes them directly to the requesting units within the agency. | | | | |
| | **TOTAL No. of Vacancies** | | | **8** | | | | | |

# Office of the Solicitor General

## PUBLICATION OF VACANT ADMINISTRATIVE POSITION
## FINANCIAL MANAGEMENT SERVICE
## As of 5 October 2026

| 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 Assistant II** | 8 | 1 | OSGB-ADAS2-177-2004 | Completion of 2 years of studies in college (prior to 2018), or<br>High school graduate with relevant vocational/trade course (prior to 2018), or<br>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, or<br>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | 4 hours of relevant training | 1 year of relevant experience | CS Sub-Professional/ First Level Eligibility | Financial Management Service-Accounting Division |
| | **Job Description:**<br>Under the direct supervision of the Chief Accountant, performs various tasks, as follows: | | | | • Prepares monthly remittance of the following:<br>a. BIR withholding taxes;<br>b. Pag-IBIG contributions;<br>c. PhilHealth contributions;<br>• Prepares disbursement vouchers;<br>• Maintains records, reports and other pretinent documents;<br>• Assists in the operation of OSG Provident Fund; and,<br>• Performs other duties as may be assigned from time to time by superior officials. | | | | |

| No. | Position Title (Parenthetical Title, if applicable) | SG | No. of Vacancy/ies | ITEM NUMBERS | Qualification Standards | | | | Place of Assignment |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Education | Training | Experience | Eligibility | |
| 2 | **Administrative Officer III** | 14 | 1 | OSGB-ADOF3-52-2008 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS Professional/ Second Level Eligibility | Financial Management Service-Cash Division |
| | **Job Description:** Under the direct supervision of the Chief Administrative Officer, performs various tasks, as follows: | | | | •Processing of disbursements through preparation of Checks, List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA) and Advice to Debit Accounts (ADA);<br>• Processing of disbursement through Landbank Facility;<br>• Preparation of Monthly Report of Advice To Debit Accounts Issued (RADAI), Report of Checks Issued (RCI) And Report of Advice To Debit Accounts (RADA);<br>•Encoding Of Index Of Payments (Voucers And Checks);<br>•Respond to inquiries regarding payment status and disbursement requirements; and<br>•Perform all other duties that may be assigned. | | | | |
| 3 | **Administrative Aide VI (Microfilming Machine Operator I)** | 6 | 1 | OSGB-ADA6-193-2004 | High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016) OR Completion of relevant vocational/trade course | None required | None required | Photographer (MC No. 10 s. 2013 - Cat II) | Financial Management Service-Cash Division |
| | **Job Description:** Under the direct supervision of the Chief Administrative Officer, performs various tasks, as follows: | | | | • Receive, file, and scan financial documents using an organized filing system;<br>• Assist in the tracking and routing of documents to signatories and/or other units for review, approval, and processing;<br>•Facilitate the retrieval of financial documents;<br>• Encode data, and answer phone calls or inquiries;<br>•Perform all other duties that may be assigned. | | | | |
| | **TOTAL No. of Vacancies** | | | **3** | | | | | |

# Office of the Solicitor General

## PUBLICATION OF VACANT ADMINISTRATIVE POSITION
## DOCKET MANAGEMENT SERVICE
## As of 5 October 2026

| 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 V** | 18 | 1 | OSGB-ADOF5-173-2004 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Professional / Second Level Eligibility | Docket Management Service-Civil Cases Division |
| | **Job Description:**<br>Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer, performs various tasks, as follows: | | | | •Receives and barcodes documents from the Secretariat, mail services, LBC, courier, and other receiving window;<br>•Barcodes received documents;<br>•Receives, forward, barcode and upload case documents from email;<br>•Assists in the investigation and assign new case documents in the absence of CAO and SAO;<br>•Acts as Officer of the Day (as scheduled); and,<br>•Performs other tasks 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 | |
| 2 | **Administrative Aide VI (Microfilming Machine Operator I)** | 6 | 1 | OSGB-ADA6-187-2004 | High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016), or Completion of relevant vocational/trade course | None required | None required | Photographer (MC No. 10 s. 2013 - Cat II) | Docket Management Service-Civil 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: | | | | • Acts as the Scanner of the Division;<br>• Scanned the documents and saves it in pdf;<br>• Upload pdf file in the eCMT;<br>• Segregates documents according to the legal division and attaches dispatch form to the document;<br>• Delivers the documents to the legal division;<br>• Performs such other duties as may be assigned from time to time. | | | | |
| 3 | **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;<br>•Acts as the Investigative Officer of the Division;<br>•Assigns new case documens;<br>•Encodes new cases;<br>•Acts as the email controller (on rotation basis);<br>•Acts as Officer of the Day (as scheduled);<br>•Signs reports,internal certifications,letters, etc. in the absence of the CAO; and,<br>•Performs other tasks that 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 | |
| 4 | **Administrative Officer V** | 18 | 1 | OSGB-ADOF5-175-2004 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 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: | | | | • Receives and barcodes documents from the Secretariat, mail services, LBC, courier, and other receiving window;<br>• Barcodes received documents;<br>• Receives, forward, barcode and upload case documents from email;<br>• Assists in the investigation and assign new case documents in the absence of CAO and SAO;<br>• Acts as Officer of the Day (as scheduled); and,<br>• Performs other tasks as may be assigned from time to time. | | | | |
| 5 | **Administrative Officer I** | 10 | 2 | OSGB-ADOF1-108-2008; OSGB-ADOF1-110-2008 | 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 Service Director and immediate supervision of the Chief Administrative Officer, performs various tasks, as follows: | | | | • Encodes existing case documents;<br>• Assists in the profiling of new cases;<br>• Prepares document dispatch of new cases;<br>• Prepares certification of no pendency;<br>• Acts as Officer of the Day (as scheduled); and,<br>• Performs other tasks that may be assigned from time to time | | | | |
| | **TOTAL No. of Vacancies** | | | **6** | | | | | |