

Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF JUSTICE in the CSC website:

*Hezeliza Q. Encabo*  
HEDELIZA Q. ENCABO  
Acting Chief, Personnel Division

Date: 29 November 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Attorney IV	ATY4-8-2012	23	73,811.00	Bachelor of Laws	8 hours relevant training	2 Years relevant experience	RA 1080 (Bar)		Technical Staff

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **December 9, 2019**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HEDELIZA Q. ENCABO  
Acting Chief, Personnel Division  
Padre Faura St., Ermita, Manila  
[doj.appt2018@gmail.com](mailto:doj.appt2018@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**