

Submission of application with complete documentary requirements  
**July 22 to August 01, 2020**

Deadline for submission of application shall be on  
**August 01, 2020, 5:00 PM**

Interested and qualified applicants/employees should signify their interest in writing.

The Department of Justice acknowledges the right of all applicants / employees to be treated equitably and commits to provide consistent, merit based employment practices that follow the Equal Employment Opportunity Principle (EEOP) and encourage individuals to achieve their full potential.

**PLEASE SUBMIT YOUR DULY NOTARIZED PERSONAL DATA SHEET (PDS) AND OTHER DOCUMENTARY REQUIREMENTS IN PDF FORMAT.**

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

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:

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

Date: July 22, 2020

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	Six (6) Prosecution Attorney	PROATTY-46-2020; PROATTY-59-2020; PROATTY-62-2020; PROATTY-63-2020; PROATTY-118-2020; PROATTY-126-2020	25	96,985.00	Bachelor of Laws	Sixteen (16) hours relevant training	Two (2) years relevant Experience	R.A 1080 (BAR)		Prosecution 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 **August 01, 2020**.

1. Fully accomplished two (2) copies of Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (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 the last two (2) rating period (if applicable, such as: promotion, reappointment or transfer);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to send only through email their application to

**HEDELIZA Q. ENCABO**

Acting Chief, Personnel Division

Padre Faura St., Emita, Manila

[appointment@doj.gov.ph](mailto:appointment@doj.gov.ph)

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