

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:

*Liza B. De Leon*  
**LIZA B. DE LEON**  
Director IV, Administrative Service

Date: 5 January 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards (QS)					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Internal Auditor II	IAUD2-3-2010	15	32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Operations Audit Division, Internal Audit Service
2	Administrative Officer II	ADOF2-19-2016	11	22,316.00	Bachelor's degree relevant to the job; preferably Economics, Management, Finance or Engineering	None required	None required	Career Service (Sub- Professional) First Level Eligibility		Procurement Management Division, Administrative Service
3	Administrative Officer II [Budget Officer I]	ADOF2-196-2005 ADOF2-197-2005	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Budget Division, Financial Service

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 **January 15, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable, such as: promotion, re-appointment 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., Ermita, Manila  
[appointment@doj.gov.ph](mailto:appointment@doj.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.