

## **ADVISORY**

### **EXTENSION OF DEADLINES FOR FILING/SUBMISSION OF APPLICATION DOCUMENTS FOR THE VACANT POSITIONS POSTED IN THE DOJ WEBSITE LAST 13 MARCH 2020**

Due to issuance of the Office of the President, Memorandum Circular on Community Quarantine over the Entire Luzon and Further Guidelines for the Management of the Corona Virus Disease 2019 (COVID-2019) Situation dated [16 March 2020](#), submission of application documents may be held in abeyance for guidance.

In view thereof, all interested applicants shall be given **SEVEN (7) CALENDAR DAYS** of extension to file/submit your application documents to the Personnel Division or through email address [doj.appt2020@gmail.com](mailto:doj.appt2020@gmail.com) counted **from 13 April 2020 to 19 April 2020** or from the time that the declaration of Enhanced Community Quarantine has been lifted as the case may be, whichever comes earlier.

#### Documentary Requirements for Submission:

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

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