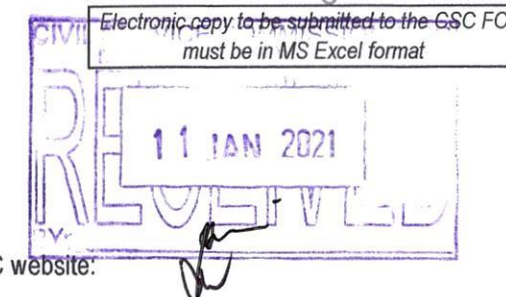


Republic of the Philippines
DEPARTMENT OF JUSTICE
Request for Publication of Vacant Positions



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

Director IV, Administrative Service

Date: 11 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	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 (Professional) Second Level Eligibility		Procurement Management Division, Administrative Service

***Amendment of previous publication dated 05 January 2021 as to the correctness of the eligibility requirement.**

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 21, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.