

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:

OCT 14 2021
ARMANDO LAZARO
Senior Human Resource Specialist
[Signature]
LIZA B. DE LEON
Director IV, Administrative Service

Date: 14 October 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 | Executive Assistant II | EXA2-7-2010 | 17 | 39,986.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | | Legal Staff |
| 2 | Sr. Administrative Assistant I | SADAS1-222-2005 | 13 | 28,276.00 | Completion of two years studies in college | 16 hours of relevant training | 3 years of relevant experience | Career Service (Sub-Professional) First Level Eligibility | | Prosecution Staff |
| 3 | State Counsel III | STCL3-28-2012 | 26 | 111,742.00 | Bachelor of Laws | 16 hours of relevant training | Shall be a member of the BAR for at least 4 years (PD478) | RA 1080 (BAR) | | Office for Competition |
| 4 | State Counsel I | STCL1-6-2014 | 24 | 86,742.00 | Bachelor of Laws | 8 hours of relevant training | Shall be a member of the BAR for at least 4 years (PD478) | RA 1080 (BAR) | | Office for Competition |

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 **October 24, 2021**.

1. 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;
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

dojmain.application@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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.

DOJ PRIVACY NOTICE: "All personal information contained in any document received or transmitted herein shall be used solely for documentation and processing purposes within the DOJ and may be submitted to the Office of the President for presidential appointees and shall not be shared with any outside parties, unless with your written consent. Personal information shall be retained and stored by the DOJ within a time period in accordance with the National Archives of the Philippines' General Disposition Schedule."