

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

CIVIL SERVICE COMMISSION-NCR

MANILA FIELD OFFICE

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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 *A*

Date: January 24, 2023

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	One (1) Process Server	PROCS-198-2018	5-1	16,543.00	High School Graduate	None required	None required	None required		OCP-Navotas City 3/F JTS Building, M. Naval Street, Navotas City Tel: 8283-6736

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 5:00 PM of **February 03, 2023**.

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 ratings in the last two rating periods (if applicable, such as promotion, transfer or reappointment);
3. Photocopy of authenticated certificate of eligibility/rating/license (if any); and
4. Photocopy of Transcript of Records (if any);
5. Service Record (if applicable, such as transfer, reappointment or reemployment)

QUALIFIED APPLICANTS are advised to send through **EMAIL ONLY** their application to:

City Prosecutor
Office of the City Prosecutor - Navotas City
Department of Justice
ocpnavotas@doj.gov.ph

LIZA B. DE LEON
Director IV, Administrative Service
Padre Faura St., Ermita, Manila
doj.jobapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

The Department of Justice acknowledges the rights 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."

Noted by:


FREDDERICK A. VIDA
Assistant Secretary *A*