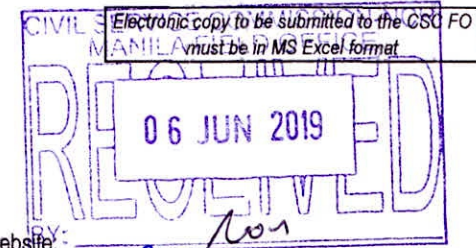


file copy

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:

HEDELIZA Q. ENCABO

Acting Chief, Personnel Division

Date: 6 June 2019

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	Attorney V	ATY5-9-2010	25	95,083.00	Bachelor of Laws	16 hours relevant training	3 years of relevant experience	RA 1080 (BAR)		Technical Staff
2	Administrative Assistant III	ADAS3-70-2005	9	17,975.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional (First Level Eligibility)		Technical Staff (Republication)
3	Administrative Assistant III	ADAS3-44-2005	9	17,975.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional (First Level Eligibility)		Prosecution Staff
4	State Counsel II	STCL2-1-1998	25	95,083.00	Bachelor of Laws	16 hours of relevant training	Shall be a member of the BAR for at least (4) years (PD 478)	RA 1080 (BAR)		Legal Staff
5	Associate Prosecution Attorney II	ASPRO2-5-2006	22	65,319.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		OCP-Pasay City
6	Associate Prosecution Attorney II	ASPRO2-8-2006	22	65,319.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		OPP-Cagayan (Region II)

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 **June 16, 2019**.

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

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HEDELIZA Q. ENCABO  
Acting Chief, Personnel Division  
Padre Faura St., Ermita, Manila  
[doj.appt2018@gmail.com](mailto:doj.appt2018@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.