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

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06 MAR 2019

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 March 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	Librarian II (amended)	LIB2-1-1998	15	30,531.00	Bachelor's Degree in Library Science or Information Science or Bachelor's Degree in Education / Arts major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080 (Librarian License)		Legal Staff

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 March 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.