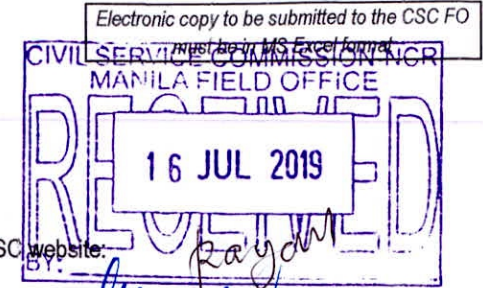


Republic of the Philippines  
**DEPARTMENT OF JUSTICE**  
Request for Publication of Vacant Positions

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: 16 July 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	Executive Assistant IV	EXA4-9-1998	22	65,319.00	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	CS Professional (Second Level Eligibility)		Prosecution Staff
2	State Counsel I	STCL1-15-2012	24	83,406.00	Bachelor of Laws	8 Hours of relevant training	Shall be a member of the BAR for at least (4) years (PD 478)	RA 1080 (BAR)		Legal Staff
3	Administrative Aide VI (Clerk III)	ADA4-164-2005	6	14,847.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional (First Level Eligibility)		Department Legislative Liaison Office (Republication)

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 July 26, 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.