

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DEPARTMENT OF JUSTICE in the CSC website:

DIRECTOR/LIZA B. DE LEON
(Director-in-Charge for Human Resources)

Date: Friday, October 05, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Officer V	ADOF5-1-2018	18-1	457,020.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional (Second Level Eligibility)	Planning & Management Service Management Division

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 19 October 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017 with 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 hand in or send through courier/email their application to:

HEDELIZA Q. ENCABO
 Acting Chief, Personnel Division
 Department of Justice
 Padre Faura St., Ermita, Manila
appt.doj@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

