

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:

Heideliza Q. Encabo
HEDELIZA Q. ENCABO

Acting Chief, Personnel Division

Date: 11 January 2019

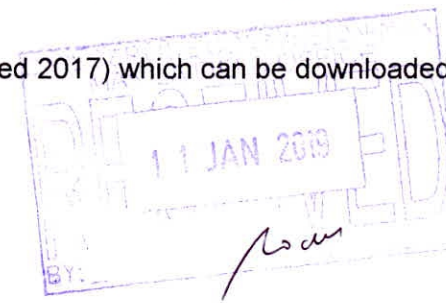
| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|-----------------------|---------------------------------|-------------------|-------------------------------|----------------------------------|--|---------------|-------------------------------|---|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Aide IV (Liaison Aide) | ADA4-219-1998 | 4 | 12,674.00 | Elementary School Graduate | none required | none required | none required | | Financial Service (Accounting Division) |
| 2 | STATE COUNSEL II | STCL2-1-1998 | 25 | 82,439.00 | 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 |

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 January 21, 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.