

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

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



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: 2 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	Administrative Assistant II	ADAS2-194-2005; ADAS2-198-2005	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional (First Level Eligibility)		Personnel Division, Administrative Service
2	Administrative Officer IV	ADOF4-189-2005	15	30,531.00	Bachelor's degree relevant of the job	4 hours of relevant training	1 year of relevant experience	CS Professional (Second Level Eligibility)		Personnel Division, Administrative Service
3	Administrative Aide IV (Clerk II)	ADA4-193-2005	4	13,214.00	Completion of two years studies in college	none required	none required	CS Subprofessional (First Level Eligibility)		Cashier Section, Administrative Service (Republication)
4	Administrative Aide VI (Clerk III)	ADA4-193-2005	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

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 12, 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.