

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:



HEVELIZA Q. ENCABO  
Acting Chief, Personnel Division

Date: 7 May 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 Officer V	ADOF5-188-2005	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience in Learning & Development	CS Professional (Second Level Eligibility)		Personnel Division, Administrative Service
2	Attorney V	ATY5-7-2010	25	95,083.00	Bachelor of Laws	16 hours relevant training	3 years of relevant experience	RA 1080 (BAR)		Technical Staff (Republication)
3	State Counsel I	STCL1-3-1998; STCL1-16-2012; STCL1-17-2012	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
4	State Counsel II	STCL2-4-2015	25	95,083.00	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)		Office of Cybercrime

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 **May 17, 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  
[doi.appt2018@gmail.com](mailto:doi.appt2018@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.