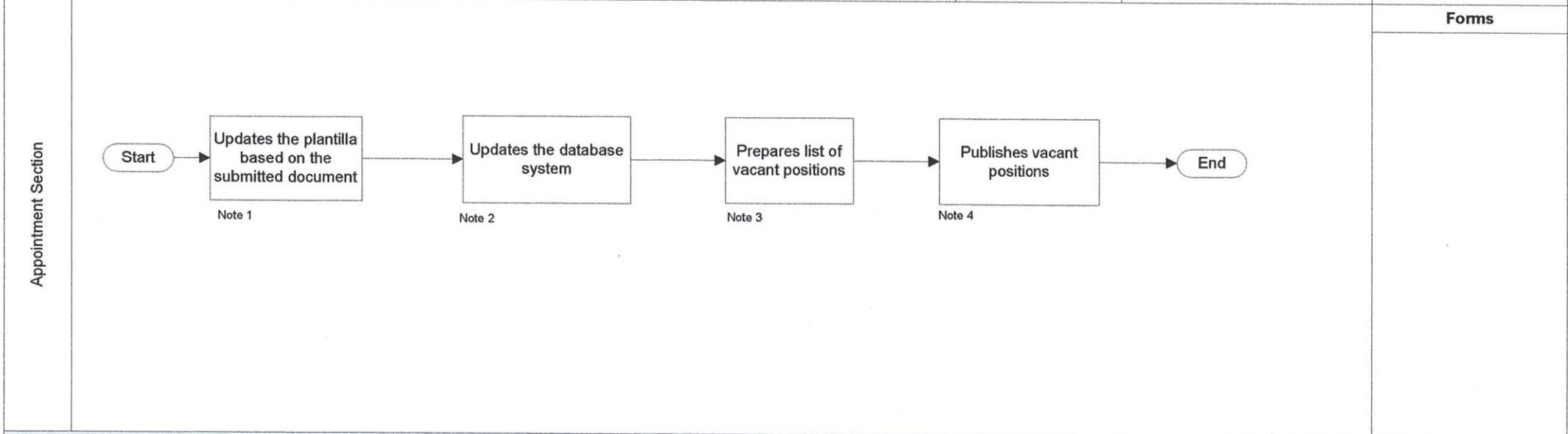




Process Title	Publication of Vacant Position	Document Number	DOJ-PM-ADS02-001	Page 1 of 1
Objective	To establish process in updating and publication of vacant positions of employees	Revision	0	
		Effective Date	01 August 2018	



**WORK INSTRUCTIONS**

**Note 1**  
Vacancy to a position may occur as a result of promotion, separation (resignation, retirement, death, dropping from the rolls), transfer of employee to other agency and /or creation of new positions



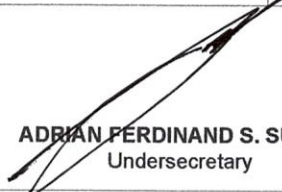
**Note 2**  
Database may either be Service Record, HRIS (online), PSISOP-DBM (online) and matrix of vacant positions.

**Note 3**  
Prepares list of vacant positions using the database indicated in Note 2 in accomplishing CSC Form No. 9, s. 2017.

**Note 4**  
The duly accomplished CSC Form No. 9, s. 2017 is submitted to the Civil Service Commission- Manila Field Office (CSC-MFO) in electronic copy (e-copy) and printed copy a duly accomplished CSC Form No. 9, s. 2017.  
 - e-copy shall be used by CSC-MFO in uploading to the CSC-NCR Bulletin of Vacant Positions.  
 - The printed copy is posted at the CSC-MFO.  
 - The stamp received copy is posted at the DOJ bulletin board and is likewise be uploaded at the DOJ website (<https://doj.gov.ph/careers.html>).  
 When necessary, use of newspaper advertisement and/or social media in publishing its vacancies.

**References**

1. Plantilla of Personnel
2. Database system
3. Matrix of Vacant Positions
4. CSC Form No. 9, s. 2017

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