

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:


HEDELIZA Q. ENCABO

Acting Chief, Personnel Division

Date: 30 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	State Counsel III	STCL3-28-2012	26	107,444.00	Bachelor of Laws	16 hours of relevant training	Shall be a member of the BAR for at least 4 years (PD478)	RA 1080 (BAR)		Office for Competition
2	Administrative Officer IV	ADOF4-607-2017	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year relevant experience in Payroll Management Process	CS Professional (Second Level Eligibility)		Administrative Service Payroll Section, Personnel Division (Republication)
3	Administrative Aide VI (Clerk III)	ADA6-164-2005	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 (Republication)

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 **August 9, 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 Appraisal/Rating or Certification that you have rendered at least Very Satisfactory Performance **in the last rating period** (if applicable);
for Government and Private Employment
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.