



**Department of Justice**  
*Manila*

Submission of application with complete documentary requirements to the PERSONNEL DIVISION  
**August 7 - 31, 2020**

Deadline for submission of application shall be on **August 31, 2020, 4:00 PM**

Interested and qualified applicants/employees should signify their interest in writing, address to the  
SECRETARY OF JUSTICE

The Department of Justice acknowledges the right of all applicants / employees to be treated equitably and commits to provide consistent, merit based employment practices that follow the Equal Employment Opportunity Principle (EEOP) and encourage individuals to achieve their full potential.

For other documentary requirements for the **Third Level Positions** as prescribed by the Office of the President, please visit the link provided below for reference

<https://doj.gov.ph/checklist-of-requirements.html>

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
 Batasan Hills, Quezon City  
**Vacant Third Level Positions for Publication in the CSC Website**

- Instructions :** 1. Use this Form for new publication of vacant Third Level positions (Career Executive Service Positions, appointments to which are issued by the President of the Philippines).  
 2. Use only the CSC prescribed electronic form downloadable from <http://www.csc.gov.ph>. All items on this Form should be completely filled and with no abbreviation.  
 3. Submit duly accomplished electronic form to CSC-ERPO as an email attachment to: [jobs@webmail.csc.gov.ph](mailto:jobs@webmail.csc.gov.ph) and cc: [csc.erpo.psd@gmail.com](mailto:csc.erpo.psd@gmail.com).  
 4. Confirm with CSC receipt of email at telephone numbers (02)9317939 / 9318092 local 713, or (02)9318163.

**WARNING :** Alteration of this electronic form will result to data loading problems in the CSC Central Vacancy Database. **DO NOT ALTER** the structure of this electronic form.

Date of Preparation	: August 07, 2020
Name of Agency	: Department of Justice
Mailing Address	: Padre Faura St., Ermita, Manila
Name of Contact Person	: Hedeliza Q. Encabo
Position Title	: Acting Chief, Personnel Division
Email Address	: <a href="mailto:appointment@doj.gov.ph">appointment@doj.gov.ph</a>
Telephone Number	: (02) 85247946

**DETAILS OF VACANCY** (Entries should be one row per Plantilla Item Number.)

Seq No. (a)	Plantilla Item Number (b)	Position Title (c)	Salary/ Job Grade (d)	Annual Salary (in PhP) (e)	Qualification Standards				Other Requirements of the Position (j)	Place of Assignment	
					Education (f)	Training (g)	Experience (h)	Eligibility (i)		Office/Dept./ Division (k)	Geographical Region (l)
1	ACSC-1-1998; ACSC-2-1998	Two (2) Assistant Chief State Counsel	SG-29	1,897,572.00	Bachelor of Laws with four (4) years membership of the BAR (PD 478)	32 hours of relevant training	Five (5) years of relevant experience	RA 1080 (BAR)		Legal Staff	NCR

\*\*\* Nothing Follows \*\*\*

**Basic Documentary Requirements:**

1. Fully accomplished and duly notarized **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2017) together with the **Work Experience Sheet** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) ;
2. Performance rating **in the last two (2) rating period** (if applicable);
3. Photocopy of certificate of BAR membership; and
4. Photocopy of Transcript of Records.