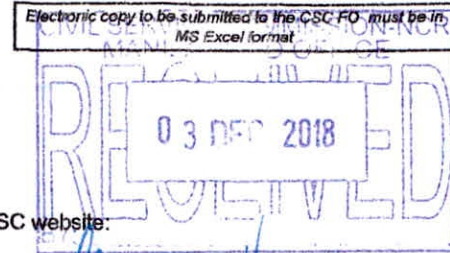


FILE COPY

CS Form No. 9
Revised 2018

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
HRMO

Date: December 03, 2018

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	Associate Prosecution Attorney II	ASPRO2-09-06 ASPRO2-10-06 ASPRO2-58-05	22-1	704,604.00	BACHELOR OF LAWS	4 HOURS RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	R.A 1080 (BAR)		OPP-IFUGAO OPP-KALINGA OCP-CAUYAN CITY
2	Administrative Assistant V	ADAS5-56-05	11-1	242,148.00	Completion of two year studies	8 Hours of relevant training	2 years of relevant experience	Career Service (Sub-professional); First Level Eligibility		OCP-VALENZUELA CITY

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 December 15, 2018.

1. Fully accomplished two (2) copies of Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017 with Work Experience Sheet) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable, such as: promotion, re-appointment or transfer);
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.