

Republic of the Philippines  
**(Select Agency Name)**  
Request for Publication of Vacant Positions

DA MAR-12-2024 09:04AM

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the (Select Agency Name) in the CSC website:

Jessamir B. Aranas

HRMO  
12 MAR 2024

Date:

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	ATTORNEY IV	OSEC-DAB-ATY4-2-1998	23	80003	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Core Competencies (Intermediate): 1. Exemplifying Integrity 2. High Caliber Service 3. Writing Effectively 4. Solving problems and making decisions 5. Building collaborative and working relationships 6. Thinking creatively and strategically by nurturing excellence in the performance of the organization.  Leadership Competencies (Basic): 1. Building good rapport by managing performance and coaching for results 2. Imbibing excellence in any aspect of work and leading by example to all employees under supervision.	Litigation and Adjudication Division
2	ATTORNEY III	OSEC-DAB-ATY3-1-1998	21	63997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Exemplifying integrity 2. High caliber service 3. Writing effectively 4. Solving problems and making decisions 5. Building collaborative working relationships 6. Thinking creatively and strategically by nurturing excellence in the performance of the organization	Litigation and Adjudication Division

3	ATTORNEY III	OSEC-DAB-ATY3-2-1998	21	63997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Exemplifying integrity 2. High caliber service 3. Writing effectively 4. Solving problems and making decisions 5. Building collaborative working relationships 6. Thinking creatively and strategically by nurturing excellence in the performance of the organization	Research and Regulations Division
---	--------------	----------------------	----	-------	------------------	------------------------------	-------------------------------	---------	--	-----------------------------------

Interested and qualified applicants should signify their interest in writing. **Attach** the following documents to the application letter and send their applications through this link: [tinyurl.com/2023darecruitmenttool](https://tinyurl.com/2023darecruitmenttool) not later than March 25, 2024.

1. Application letter indicating the position title, item number and Division name the applicant intends to apply for;
2. Updated Personal Data Sheet, Notarized or Sworn in around the same month as the date of publication of the List of Vacancies (CSC Form 212 with passport size recent photo);
3. Work Experience Sheet (Attachment to CS Form 212)
4. Transcript of records and/or Certificate of Units Taken for Unfinished Degrees/Courses
5. Certificate of CSC Eligibility and or/ PRC Certificate of Passing and Board Rating; and
6. Performance rating in the last rating period (if applicable):

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JESSAMIN B. ARANAS**  
 \_\_\_\_\_  
 OIC-Chief, Personnel Division  
 \_\_\_\_\_  
[tinyurl.com/2023darecruitmenttool](https://tinyurl.com/2023darecruitmenttool)  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**