

## PUBLICATION OF VACANT POSITIONS

As of 07 December 2012

### ADMINISTRATIVE SERVICE

#### (1) Administrative Officer V (Supply Section) SG-18

Item No. : ADOF5-191-05  
Education : Bachelor's degree  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
Eligibility : CS Professional (2<sup>nd</sup> level eligibility)

#### (1) Administrative Officer V (Communications Div.) SG-18

Item No. : ADOF5-192-05  
Education : Bachelor's degree  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
Eligibility : CS Professional (2<sup>nd</sup> level eligibility)

#### (1) Administrative Officer II (HRMO I) SG-11

Item No. : ADOF2-193-05  
Education : Bachelor's degree  
Experience : None required  
Training : None required  
Eligibility : CS Professional/(2<sup>nd</sup> level eligibility)

#### (1) Administrative Officer I (Records Officer I) SG-10

Item No. : ADOF1-195-05  
Education : Bachelor's degree  
Experience : None required  
Training : None required  
Eligibility : CS Professional/(2<sup>nd</sup> level eligibility)

(1) Administrative Assistant II (Disbursing Officer II) SG-08

Item No. : ADAS2-201-05  
Education : Completion of two years studies in College  
Experience : 1 year relevant experience  
Training : 4 hours relevant training  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

**FINANCIAL SERVICE**

(1) Administrative Aide VI (Fiscal Clerk) SG-06

Item No. : ADA6-181-05  
Education : Completion of two (2) years studies in college  
Experience : None required  
Training : None required  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

(1) Administrative Aide IV (Accounting Clerk) SG-04

Item No. : ADA4-220-05  
Education : Completion of two (2) years studies in College  
Experience : None required  
Training : None required  
Eligibility : CS Sub-professional (1<sup>st</sup> Level eligibility)

**PLANNING and MANAGEMENT SERVICE**

(1) Planning Officer IV (SG-22)

Item No. : PLO4-161-05  
Education : Bachelor's degree relevant to the job  
Experience : 3 years relevant experience  
Training : 16 hours relevant training  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

(1) Administrative Officer II (Management & Audit Analyst I) SG-11

Item No. : ADOF2-201-05  
Education : Bachelor's degree relevant to the job  
Experience : None required  
Training : None required  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

(1) Computer Programmer I (SG-11)

Item No. : COMPRO1-2-98  
Education : Bachelor's degree relevant to the job  
Experience : None required  
Training : None required  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

**INTERNAL AUDIT SERVICE**

(1) Director IV (SG-28)

Item No. : DIR4-7-2010  
Education : Bachelor's Degree  
Experience : 3 years of supervisory experience  
Training : None required  
Eligibility : Career Service Executive Eligibility  
(CSEE)/Career Executive Service (CES)

(1) Administrative Assistant I (SG-7)

Item No. : ADAS1-7-2010  
Education : Completion of 2 years studies in College  
Experience : None required  
Training : None required  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

## **Operation Audit Division**

### **(1) Internal Auditor V (SG-24)**

Item No : IAUD5-14-2010  
Education : Master's degree  
Experience : 4 years in position/s involving management and supervision  
Training : 24 hours of relevant training  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

### **(1) Internal Auditor IV (SG-22)**

Item Number : IAUD4-13-2010  
Education : Bachelor's degree relevant to the job  
Experience : 3 years of relevant experience  
Training : 16 hours of relevant training  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

### **(1) Internal Auditor III (SG-18)**

Item Number : IAUD3-2-2010  
Education : Bachelor's degree relevant to the job  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

### **(1) Internal Auditor I (SG-11)**

Item Number : IAUD1-10-2010  
Education : Bachelor's degree relevant to the job  
Experience : none required  
Training : none required  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

(1) Internal Auditing Assistant (SG-8)

Item Number : IAAS-6-2010  
Education : Completion of 2 years studies in College education  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant  
Eligibility : CS Sub-Professional (First Level Eligibility)

**Management Audit Division**

(1) Internal Auditor V (SG-24)

Item Number : IAUD5-13-2010  
Education : Master's degree  
Experience : 4 years in position/s involving management and supervision  
Training : 24 hours of relevant training  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

(1) Internal Auditor IV (SG-22)

Item Number : IAUD4-12-2010  
Education : Bachelor's degree relevant to the job  
Experience : 3 years of relevant experience  
Training : 16 hours of relevant training  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

(1) Internal Auditor I (SG-11)

Item Number : IAUD1-11-2010  
Education : Bachelor's degree relevant to the job  
Experience : none required  
Training : none required  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

(1) Internal Auditing Assistant (SG-8)

Item Number : IAAS-5-2010  
Education : Completion of 2 years studies in College education  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant  
Eligibility : CS Sub-Professional (2<sup>nd</sup> Level Eligibility)

**LEGAL STAFF**

(1) State Counsel IV (SG-27)

Item No. : STCL4-5-98  
Education : Bachelor of Laws  
Experience : Shall be a member of the BAR for at least 4 years  
(PD 478)  
Training : 24 hours of relevant training  
Eligibility : RA 1080 (BAR)

(2) State Counsel III (SG-26)

Item No. : STCL3-5-98 and STCL3-6-98  
Education : Bachelor of Laws  
Experience : Shall be a member of the BAR for at least 4 years  
(PD 478)  
Training : 16 hours of relevant training  
Eligibility : RA 1080 (BAR)

(2) State Counsel II (SG-25)

Item No. : STCL2-8-98 and STCL2-10-98  
Education : Bachelor of Laws  
Experience : Shall be a member of the BAR for at least 4 years  
(PD 478)  
Training : 16 hours of relevant training  
Eligibility : RA 1080 (BAR)

(3) State Counsel I (SG-24)

Item Nos. : STCL1-1-98/ STCL1-4-98 and STCL1-6-98  
Education : Bachelor of Laws  
Experience : Shall be a member of the BAR for at least 4 years  
(PD 478)  
Training : 8 hours of relevant training  
Eligibility : RA 1080 (BAR)

(2) Librarian V (SG-24)

Item No. : LIB5-1-98  
Education : Masteral Degree  
Experience : 4 years in position(s) involving management &  
supervision  
Training : 24 hours of training in management and ‘  
supervision  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

(1) Administrative Assistant V (Steno Rep. III) SG-11

Item No. : ADAS5-5-05  
Education : Completion of 2 years studies in College  
Experience : 2 years relevant experience  
Training : 8 hours of relevant training  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

(1) Computer File Librarian II (SG-10)

Item No. : CFL2-2-98  
Education : Bachelor’s Degree relevant to the job  
Experience : None required  
Training : None required  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

(1) Administrative Assistant III (Stenographic Reporter II) SG-09

Item No. : ADAS3-17-05  
Education : Completion of two years studies in College  
Experience : 1 year relevant experience  
Training : 4 hours relevant training  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

(1) Administrative Aide VI (Clerk III) SG-6

Item No. : ADA6-182-05/183-05  
Education : Completion of two years studies in College  
Experience : None required  
Training : None required  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

(1) Process Server (SG-05)

Item No. : PROCS-95-98  
Education : High School Graduate  
Experience : None Required  
Training : None Required  
Eligibility : None Required (MC 11, s. 96 – cat. III)

**JUVENILE JUSTICE AND WELFARE COUNCIL (JJWC)**

(1) Statistician III (SG-18)

Item No. : STAT3-4-08  
Education : Bachelor's degree relevant to the job  
Experience : 2 years relevant experience  
Training : 8 hours relevant training  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

(1) Psychologist II (SG-15)

Item No. : PSY2-3-08  
Education : Bachelor's degree in Psychology  
Experience : 1 year relevant experience



Training : 4 hours relevant training  
Eligibility : CS Professional (2<sup>nd</sup> Level Eligibility)

(1) Administrative Aide IV (SG-04)

Item No. : ADA4-8-08  
Education : Completion of two years studies in College  
Experience : None required  
Training : None required training  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

**OFFICE OF THE SECRETARY OF JUSTICE PROSECUTION STAFF**

(1) Executive Assistant IV (SG-22)

Item No. : EXA4-9-98  
Education : Bachelor's degree  
Experience : 3 years of experience  
Training : 16 hours of training  
Eligibility : CS Professional (2<sup>nd</sup> level eligibility)

(1) Administrative Officer V (Admin Officer III) SG-18

Item No. : ADOF5-197-05  
Education : Bachelor's degree  
Experience : 2 years of relevant experience  
Training : 8 hours of relevant training  
Eligibility : CS Professional (2<sup>nd</sup> level eligibility)

(1) Sr. Administrative Assistant I (Steno Rep. IV) SG-13

Item No. : SADAS1-218-05 and SADAS1-224-05  
Education : Completion of 2 years studies in College  
Experience : 3 years of relevant experience  
Training : 16 hours of relevant training  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

(2) Administrative Assistant III (Steno Rep II) SG-09

Item No. : ADAS3-25-05/ADAS3-36-05/ ADAS3-49-05/  
ADAS3-53-05  
Education : Completion of 2 years studies in College  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

(1) Administrative Assistant II (DAMO) SG-08

Item No. : ADAS2-210-05  
Education : Completion of 2 years studies in College or HS graduate  
with relevant vocational/trade course  
Experience : 1 year of relevant experience  
Training : 4 hours of relevant training  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

(4) Administrative Aide VI (Clerk III) SG-06

Item No. : ADA6-185-05/ ADA6-186-05/ADA6-187-05/  
ADA6-195-05  
Education : Completion of two years studies in college  
Experience : None required  
Training : None required  
Eligibility : CS Sub-Professional (1<sup>st</sup> Level Eligibility)

(6) Administrative Aide IV (Clerk II) SG-04

Item No. : ADA4-223-05/ADA4-224-05/ADA4-226-05  
ADA4-227-05/ADA4-229-05/ADA4-230-05  
Education : Completion of two (2) years studies in College  
Experience : None required  
Training : None required  
Eligibility : CS Sub-professional (1<sup>st</sup> level eligibility)

**REGIONAL/PROVINCIAL//CITY PROSECUTION OFFICES**

**(6) Associate Prosecution Attorney II (SG-22)**

Item No. : ASPRO2-52-05 (OCP-Mandaluyong City)  
          : ASPRO2-05-06 (OCP-Pasay City)  
          : ASPRO2-75-05 (OCP-Himamaylan City)  
          : ASPRO2-61-05 (OCP-San Fernando City)  
          : ASPRO2-57-02 (OCP-Victorias City)  
          : ASPRO2-32-06 (OCP-KidapawanCity/renewal)  
          : ASPRO2-42-02 (OCP-Antipolo City/renewal)  
Education : Bachelor of Laws  
Experience : 1 year relevant experience  
Training : 4 hours relevant training  
Eligibility : RA 1080 (BAR)

**(3) Associate Prosecution Attorney I (SG-18)**

Item No. : ASPRO1-109-05 (OPP-Cebu City)  
          : ASPRO1-16-98 (OPP-Negros Oriental)  
          : ASPRO1-127-05 (OPP-Lanao del Sur)  
Education : Bachelor of Laws  
Experience : None required  
Training : None required  
Eligibility : RA 1080 (BAR)

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