

**Department of Justice
PERSONNEL DIVISION**

Frontline Service: **Filing of application for employment**

Procedure	Employee	Time	Fee
1. Submit necessary requirements for employment	Receiving staff (Window no.11)	1 minute	None
2. Secure receiving copy of submitted documents	Receiving staff (Window no.11)	2-3 minutes (per complete documents submitted)	None
End of Transaction			
Feedback procedure: Accomplish Feedback Form and drop into the designated box before leaving the premises.			

Processing time:

For Prosecutor positions – **60 calendar days** after scheduled deliberation of Selection Promotion Board meeting

For Non-Prosecutor positions – **30 calendar days** after scheduled of written examination

Follow up:

For Prosecutor positions – **after 60 calendar days**, at telephone numbers (02) 524-7946 direct line or (02) 523-8481 local 236 (trunk line).

For Non-Prosecutor positions - **after 30 days**, at telephone numbers (02) 524-7946 direct line or (02) 523-8481 local 236 (trunk line).

Procedure of complaints:

1. Go to the DOJ Action Center, and directly report any complaint relative to the service/transaction;
2. Contact the Personnel Division office at:
 - a. Telephone number: 524-7946
 - b. Email address: appointmentsection1@gmail.com
3. Contact government complaint hotline "8888"

List of Requirements

1. For Prosecutor Positions

- 1.1 Application Letter
- 1.2 Personal Data Sheet (CSC Form No. 232 Revised 2017)
- 1.3 Clearances
 - 1.3.1 NBI
 - 1.3.2 CSC
 - 1.3.3 Ombudsman
 - 1.3.4 Sandiganbayan
- 1.4 Additional Documents for New Applicants (Original/Transfer)
 - 1.4.1 Neuro Psychiatric Exam (Government Accredited Hospitals/Clinic)
 - 1.4.2 Certificate of BAR Membership
 - 1.4.3 Latest MCLE Compliance
 - 1.4.4 Certificate of NO Pending (for PAO Applicants)
- 1.5 Additional Documents for Promotion/Lateral Transfer
 - 1.5.1 Neuro Psychiatric Exam (Government Accredited Hospitals/Clinic), FOR HEAD OF THE OFFICE POSITION
 - 1.5.2 Certificate of NO Backlog
 - 1.5.3 Latest Performance Evaluation Sheet (Last 2 semesters)

2. For Non-Prosecutor Positions (Attorney and Support Staff)

- 2.1 For Attorney positions
 - 2.1.1 Application Letter
 - 2.1.2 Personal Data Sheet (CSC Form No. 232 Revised 2017)
 - 2.1.3 Certificate of BAR Membership
 - 2.1.4 Transcript of Records
- 2.2 For Support Staff positions
 - 2.2.1 Application Letter
 - 2.2.2 Personal Data Sheet (CSC Form No. 232 Revised 2017)
 - 2.2.3 Photocopy of Authenticated Civil Service Eligibility
 - 2.2.4 Transcript of Records

Note:

All Application letters must be addressed to the Secretary of Justice thru the Personnel Division, this Department copy furnished the office where the vacancy exits