

Republic of the Philippines
NATIONAL POLICE COMMISSION
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 NATIONAL POLICE COMMISSION in the CSC website:

Digitally signed by
Atty. Maximo T. Lasaca I
Lasaca I
CSO V
Director III / Regional Director
Date: September 26, 2023

September 26, 2023

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	Police Inspector IV	NAPOLCOMB-POL4-8-1998	22	71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Technical Services Division
2	Administrative Assistant II (Budgeting Assistant)	NAPOLCOMB-ADAS2-67-2005	8	19,744.00	Completion of two years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Administrative Division
3	Administrative Aide VI (Accounting Clerk II)	NAPOLCOMB-ADA6-102-2005	6	17,553.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Administrative Division
4	Administrative Aide VI (Communications Equipment Operator II)	NAPOLCOMB-ADA6-103-2005	6	17,553.00	Completion of two years studies in college or High School Graduate** with relevant vocational/ trade course	None Required	None Required	Communication Equipment Operator (MC 10 s. 2013- Cat II)	N/A	Administrative Division

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 **October 06, 2023**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Photocopy of Transcript of Records (TOR);
3. Photocopies of certificate of trainings;
4. Authenticated copy of the Civil Service Certificate of Eligibility;
5. Certification from the HRMO indicating the duties and responsibilities for positions which require relevant experience;
6. Certificate of Employment/Certificate of Clearance, if applicable; and
7. Performance rating of at least **Very Satisfactory (VS) for the last two (2) rating periods** (if applicable);
8. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all level of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigeneous communities and those with diverse orientation, gender identity and expression (SOGIE)

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

ATTY. MAXIMO T. LASACA I, CESO V

Director III / Regional Director

760 Real St., Sagkahan Dist. Tacloban City

napolcom8.official@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.