


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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


PCOL MATTHEW LASEO
Chief, RPRMD
Date: APR 22 2024

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Assistant III (Computer Operator II)	ADAS3-1103-2013	9	21211	Completion of two years studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Tunga MPS, Leyte PPO	
2	Administrative Assistant III (Computer Operator II)	ADAS3-1085-2013	9	21211	Completion of two years studies in college or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	La Paz MPS, Leyte PPO	

3	Administrative Assistant I (Computer Operator I)	ADAS1-341-2005	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Northern Samar PPO
4	Administrative Assistant I (Computer Operator I)	ADAS1-2199-2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Lapinig MPS, Northern Samar PPO
5	Administrative Assistant I (Computer Operator I)	ADAS1-2220-2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	San Jose MPS, Northern Samar PPO
6	Administrative Assistant I (Computer Operator I)	ADAS1-2094-2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	San Policarpo MPS, Eastern Samar PPO
7	Administrative Assistant I (Computer Operator I)	ADAS1-2080-2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Maslog MPS, Eastern Samar PPO

8	Administrative Assistant I (Computer Operator I)	ADAS1-2054- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Arteche MPS, Eastern Samar PPO
9	Administrative Assistant I (Computer Operator I)	ADAS1-2055- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Arteche MPS, Eastern Samar PPO
10	Administrative Assistant I (Computer Operator I)	ADAS1-2057- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Balangiga MPS, Eastern Samar PPO
11	Administrative Assistant I (Computer Operator I)	ADAS1-2073- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Hernani MPS, Eastern Samar PPO
12	Administrative Assistant I (Computer Operator I)	ADAS1-2262- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	San Jose De Buan MPS, Samar PPO

13	Administrative Assistant I (Computer Operator I)	ADAS1-2166- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	San Miguel MPS, Leyte PPO
14	Administrative Assistant I (Computer Operator I)	ADAS1-2328- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Police Station 3, Ormoc CPO
15	Administrative Assistant I (Computer Operator I)	ADAS1-2322- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Police Station 2, Tacloban CPO
16	Administrative Aide VI (Data Controller I)	ADDA6-609-2005	6	17553	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Deputy Regional Director for Administration
17	Administrative Aide VI (Clerk III)	ADDA6-1182-2005	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Baybay CPS, Leyte PPO

18	Administrative Aide VI (Clerk III)	ADDA6-1036-2005	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Southern Leyte PPO
19	Administrative Aide V (Photographer I)	ADDA5-198-2005	5	16543	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Photographer (MC 10 s. 2013-Cat. II)	N/A	Eastern Samar PPO
20	Administrative Aide IV (Clerk II)	ADDA4-415-2005	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Regional Personnel and Records Management Division
21	Administrative Aide IV (Clerk II)	ADDA4-426-2005	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Regional Intelligence Division
22	Statistician Aide	STATA-185-1998	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Regional Investigation and Detection Management Division
23	Administrative Aide IV (Clerk II)	ADDA4-513-2005	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Leyte PPO

24	Administrative Aide IV (Communications Equipment Operator I)	ADDA4-1203-2013	4	15586	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator	N/A	San Jose MPS, Northern Samar PPO
25	Administrative Aide IV (Communications Equipment Operator I)	ADDA4-1140-2013	4	15586	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator	N/A	Taft MPS, Eastern Samar PPO
26	Administrative Aide IV (Communications Equipment Operator I)	ADDA4-1170-2013	4	15586	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator	N/A	Merida MPS, Leyte PPO

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 MAY 17 2024.

- a Letter of Application
- b Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- c Transcript of Records and Diploma Authenticated with Receipts
- d Certificate of Eligibility (Authenticated) if applicable;
- e Certificate of Training (if required for the position); (Authenticated), with receipt
- f Certificate of Employment, if applicable;
- g NBI Clearance (1 original and 1 authenticated copy with receipt);
- h PSA Birth Certificate (original copies with receipt);
- i PSA Marriage Certificate, if applicable (original copies with receipt)

- j Attested Appointment (CS Form No 33-A) of current position, if applicable; (Authenticated) and
- k Individual Performance Evaluation Rating (IPER) for the last two semesters prior to the application, if applicable; (Authenticated)
- l Awards

m This office highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

PCOL MANSABET LASEO

Chief, RPRMD

Camp Ruperto K Kangleon, Palo, Leyte

nubaspro8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.