

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 MATEO L ASEO
Officer-In-Charge, ORPRMD1
Date: AUG 30 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	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
2	Administrative Aide VI (Clerk III)	ADAG-1032-2005	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); First Level Eligibility	N/A	Northern Samar 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 SEP 11 2023.

- 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)
- 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 (KSS Form No. 33-A of current position, if applicable; (Authenticated);
- k Individual Performance Evaluation Rating (IPER) for the last two semesters prior to the application, if applicable (Authenticated) and
- 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 MATTHE L ASEO

Officer-In-Charge, ORPRMD

Camp Ruperto Kangleon, Palo, Leyte

nupasprob@gmail.com ✉

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.