

Republic of the Philippines
PAROLE AND PROBATION ADMINISTRATION
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 PAROLE AND PROBATION ADMINISTRATION in the CSC website:


RUTH L. ALALA
HRMO

Date: March 28, 2022

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	Probation Officer I	PPAB-PROB1-39-2013	11	25,439	BACHELOR'S DEGREE IN SOCIAL WORK, SOCIOLOGY, PSYCHOLOGY, CRIMINOLOGY, PENOLOGY, POLICE SCIENCE, POLICE ADMINISTRATION OR OTHER RELATED FIELDS	NONE REQUIRED	NONE REQUIRED	Career Service Professional (CSP) or RA 1080 or any appropriate eligibility for second level position	1. Investigation 2. Supervision Skills 3. Adaptability 4. People and Information Management 5. Communication 5.1 <i>Interpersonal Communications</i> 5.2 <i>Oral Communications</i> 5.3 <i>Written Communications</i> 6. Process Management 7. Decision Making and Problem Solving	Within Region 8
2	Probation Officer I	PPAB-PROB1-41-2013	11	25,439	BACHELOR'S DEGREE IN SOCIAL WORK, SOCIOLOGY, PSYCHOLOGY, CRIMINOLOGY, PENOLOGY, POLICE SCIENCE, POLICE ADMINISTRATION OR OTHER RELATED FIELDS	NONE REQUIRED	NONE REQUIRED	Career Service Professional (CSP) or RA 1080 or any appropriate eligibility for second level position	1. Investigation 2. Supervision Skills 3. Adaptability 4. People and Information Management 5. Communication 5.1 <i>Interpersonal Communications</i> 5.2 <i>Oral Communications</i> 5.3 <i>Written Communications</i> 6. Process Management 7. Decision Making and Problem Solving	Within Region 8
3	Administrative Aide VI	PPAB-ADA6-145-2013	6	16,877	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	FOUR (4) HOURS OF RELEVANT TRAINING	ONE (1) YEAR OF RELEVANT EXPERIENCE	CS Sub-Professional/ First Level Eligibility	N/A	Regional Office 8

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 April 8, 2022.

1. 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;
2. Certified true copy of performance rating in the last rating period (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license;
4. Authenticated copy of Transcript of Records;
5. Certified true copy of certificate of trainings (if any); and
6. Certified true copy of certificate of recognitions/honors/awards received (if any).

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

ROSANA V. SOLITE
Regional Director
Parole and Probation Administration, R8
Bulwagan ng Katarungan
Tacloban City
ppadoiregionalofficeviii@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.