


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. ALA
HRMO

Date: May 5, 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 | Administrative Assistant II | PPAB-ADAS2-26-2005 | 8 | 18998 | Completion of 2 years studies in college | FOUR (4) HOURS OF RELEVANT TRAINING | ONE (1) YEAR OF RELEVANT EXPERIENCE | Career Service Sub-Professional or any appropriate eligibility for first level position | N/A | Regional Office |

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 15, 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
ppadojregionalofficeviii@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.