

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:

[Signature]
RUTH L. ALA
HRMO
11/17/21

Date: _____

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	Chief Probation Officer	PPAB-CPRO-9-1998	24	86742	Bachelor's Degree with major in any of the following areas: Social Work, Sociology, Psychology, Criminology, Penology, Corrections, Police Science, Police Administration, or other relevant fields or Bachelor of Laws	40 hours of supervisory/ management learning and development intervention	4 years of progressively responsible experience in probation or other related work or Three (3) years of supervisory experience	Career Service (Professional) /Second Level Eligibility or RA 1080 (Bar passer)	1. Building Collaborative and Inclusive Working Relationships •Builds partnerships and networks to deliver or enhance work outcomes. •Formulates policies acceptable to majority of stakeholders involved. 2. Managing Performance and Coaching for Results •Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change •Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. •Adapts to changing work environment, work priorities and organizational needs. •Displays emotional resilience and the ability to withstand pressure at all times. 4. Thinking Strategically and Creatively •Creates or defines goals and initiatives based on how one can support, extend or align to the goals of the agency. •Decides judiciously at the level of his/her scope of work, functions, duties, responsibilities and authority. •Identifies difficulties, issues and concerns originating from the absence of clear procedures or policies and elevates this to the superior •Presents ideas for improvement, takes advantage of opportunities and suggests innovations. 5. Creating and Nurturing a High Performing Organization •Builds a shared sense of purpose among individuals with diverse views, concerns and aspirations; creates team unity and improves individual and team performance •Advances training and communication materials and methodologies aimed at educating colleagues, community partners and client-beneficiaries on project processes, procedures and policies. •Aims to develop competency needs of the staff to ensure effective delivery of the required process of work •Ensures compliance to Agency Service Manual which serves as a reference for employees. •Benchmarks best practices and to learn from experiences, and integrates these in the formulation of processes and procedures. •Audits reports and documents, and performs field spot inspections to assess compliance rate and to identify problems.	Within Region 8
2	Chief Probation Officer	PPAB-CPRO-10-1998	24	86742	Bachelor's Degree with major in any of the following areas: Social Work, Sociology, Psychology, Criminology, Penology, Corrections, Police Science, Police Administration, or other relevant fields or Bachelor of Laws	40 hours of supervisory/ management learning and development intervention	4 years of progressively responsible experience in probation or other related work or Three (3) years of supervisory experience	Career Service (Professional) /Second Level Eligibility or RA 1080 (Bar passer)	1. Building Collaborative and Inclusive Working Relationships •Builds partnerships and networks to deliver or enhance work outcomes. •Formulates policies acceptable to majority of stakeholders involved. 2. Managing Performance and Coaching for Results •Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change •Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. •Adapts to changing work environment, work priorities and organizational needs. •Displays emotional resilience and the ability to withstand pressure at all times. 4. Thinking Strategically and Creatively •Creates or defines goals and initiatives based on how one can support, extend or align to the goals of the agency. •Decides judiciously at the level of his/her scope of work, functions, duties, responsibilities and authority. •Identifies difficulties, issues and concerns originating from the absence of clear procedures or policies and elevates this to the superior •Presents ideas for improvement, takes advantage of opportunities and suggests innovations. 5. Creating and Nurturing a High Performing Organization •Builds a shared sense of purpose among individuals with diverse views, concerns and aspirations; creates team unity and improves individual and team performance •Advances training and communication materials and methodologies aimed at educating colleagues, community partners and client-beneficiaries on project processes, procedures and policies. •Aims to develop competency needs of the staff to ensure effective delivery of the required process of work •Ensures compliance to Agency Service Manual which serves as a reference for employees. •Benchmarks best practices and to learn from experiences, and integrates these in the formulation of processes and procedures. •Audits reports and documents, and performs field spot inspections to assess compliance rate and to identify problems.	Within Region 8

3	Chief Probation Officer	PPAB-CPRO-17-1998	24	86742	Bachelor's Degree with major in any of the following areas: Social Work, Sociology, Psychology, Criminology, Penology, Corrections, Police Science, Police Administration, or other relevant fields or Bachelor of Laws	40 hours of supervisory/ management learning and development intervention	4 years of progressively responsible experience in probation or other related work or Three (3) years of supervisory experience	Career Service (Professional) /Second Level Eligibility or RA 1080 (Bar passer)	1. Building Collaborative and Inclusive Working Relationships. •Builds partnerships and networks to deliver or enhance work outcomes. •Formulates policies acceptable to majority of stakeholders involved. 2. Managing Performance and Coaching for Results •Creates tools and/o applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. 3. Leading Change •Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. •Adapts to changing work environment, work priorities and organizational needs. •Displays emotional resilience and the ability to withstand pressure at all times. 4. Thinking Strategically and Creatively •Creates or defines goals and initiatives based on how one can support, extend or align to the goals of the agency. •Decides judiciously at the level of his/her scope of work, functions, duties, responsibilities and authority. •Identifies difficulties, issues and concerns originating from the absence of clear procedures or policies and elevates this to the superior. •Presents ideas for improvement, takes advantage of opportunities and suggests innovations. 5. Creating and Nurturing a High Performing Organization •Builds a shared sense of purpose among individuals with diverse views, concerns and aspirations; creates team unity and improves individual and team performance •Advances training and communication materials and methodologies aimed at educating colleagues, community partners and client-beneficiaries on project processes, procedures and policies. •Aims to develop competency needs of the staff to ensure effective delivery of the required process of work. •Ensures compliance to Agency Service Manual which serves as a reference for employees. •Benchmarks best practices and to learn from experiences, and integrates these in the formulation of processes and procedures. •Audits reports and documents, and performs field spot inspections to assess compliance rate and to identify problems.	Within Region 8
4	Administrative Assistant II	PPAB-ADAS2-26-2005	8	18251	Completion of 2 years studies in college	No relevant training required	No relevant experience required	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 November 29, 2021.

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
spadoiregionalofficeviii@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.