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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:

*GA*  
**PCOL GLENN OLIVER C CINCO**  
 Chief, RPPMD  
 Date: **JUL 22 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 III (Computer Operator II)	ADAS3-1090-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); Data Encoder	N/A		Mayorga MPS, LPPD	
2	Administrative Assistant III (Computer Operator II)	ADAS3-1140-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); Data Encoder	N/A		Motiong MPS, SPPD	

3	Administrative Assistant III (Computer Operator II)	ADAS3-1142-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); Data Encoder	N/A	Paranas MPS, SPPO
4	Administrative Assistant III (Computer Operator II)	ADAS3-1177-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); Data Encoder	N/A	Police Station 2, OCPO
5	Fingerprint Examiner II	FPTX2-130-1998	9	20340	Completion of two (2) years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); Data Encoder	N/A	ESPPO
6	Public Relation Assistant	PRELA-182-1998	8	18998	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	NSPPO
7	Administrative Assistant I (Computer Operator I)	ADAS1-2052-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-professional); Data Encoder	N/A	Naval MPS, BPPO

8	Administrative Assistant I (Computer Operator I)	ADAS1-2179-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-professional); Data Encoder	N/A	Tunga MPS, LPPO
9	Administrative Assistant I (Computer Operator I)	ADAS1-2114-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-professional); Data Encoder	N/A	Burauen MPS, LPPO
10	Administrative Assistant I (Computer Operator I)	ADAS1-2170-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-professional); Data Encoder	N/A	Tabango MPS, LPPO
11	Administrative Assistant I (Computer Operator I)	ADAS1-2279-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Villareal MPS, SPPO
12	Administrative Assistant I (Computer Operator I)	ADAS1-2151-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Matalom MPS, LPPO

13	Administrative Aide VI (Clerk III)	ADA6-945-2005	6	16877	Completion og Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional ) First Level Eligibility	N/A	LPP0
14	Administrative Aide IV (Clerk II)	ADA4-566-2005	4	14993	Completion og Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional ) First Level Eligibility	N/A	BPPO
15	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1213-2013	4	14993	Completion of Two (2) years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Communication Equipment Operator	N/A	Catbalogan MPS, SPPO
16	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1184-2013	4	14993	Completion of Two (2) years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Communication Equipment Operator	N/A	Allen MPS, NSPPO

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 **Aug 03 2022**.

- Letter of Application
- 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](http://www.csc.gov.ph);
- Transcript of Records and Diploma Authenticated with Receipts
- Certificate of Eligibility (Authenticated)
- Certificate of Training (if required for the position); (Authenticated); with receipt
- Certificate of Employment, if
- NBI Clearance (1 original and 1 authenticated copy with receipt);



- h NSO Birth Certificate (original copies with receipt);
- i NSO Marriage Certificate, if applicable (original copies with receipt)
- j Attested Appointment (KSS Form BLG 33) 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

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 gender, civil status, 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 GLENN OLIVER/C CINCO**

Chief, RPRMD

Camp Ruperto Kangleon, Palo, Leyte

[nupaspro8@gmail.com](mailto:nupaspro8@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**