

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 GLENN OLIVER C CINCO
Chief, RPRMWD
Date: **AUG 24 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 I (Computer Operator I)	ADAS1-2125-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Dulag MPS, LPPO	
2	Administrative Assistant I (Computer Operator I)	ADAS1-2201-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Las Navas 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 **SEP 02 2022**.

- 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
- g 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
- 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 GLENN OLIVER C CINCO

Chief, RPRMID

Camp Ruperto Kangleon, Palo, Leyte

nupaspro8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.