

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 HECTOR FENAGE**  
C, RPRMD

Date: **JAN 03 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 Aide IV (Clerk II)	ADA4-426-2005	4	14400	Completion of 2 years studies in College	None Required	None Required	CSSP; First Level;	N/A	RID
2	Administrative Aide VI (Communications Equipment Operator II)	ADA6-232-2013	6	16200	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	(MC 10, s.2013-Cat. II)	N/A	Calbayog CPS, SPPO
3	Administrative Assistant I	ADAS1-2184-2013	7	17179	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprof), MC 11, s.1996-Cat.I	N/A	Biri MPS, NSPPO

4	Administrative Assistant I	ADAS1-2141-2013	7	17179	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	None Required	Career Service (Subprof), MC 11, s. 1996-Cat. I	N/A	Kananga MPS, LPPO
5	Administrative Assistant I	ADAS1-2263-2013	7	17179	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	None Required	Career Service (Subprof), MC 11, s. 1996-Cat. I	N/A	San Jose De Buan MPS, SPPO
6	Administrative Assistant I	ADAS1-2254-2013	7	17179	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	None Required	Career Service (Subprof), MC 11, s. 1996-Cat. I	N/A	Pagsanghan MPS, SPPO

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 January 13, 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](http://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 Fom 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

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

**PCOL HECTOR FENAGE**

Chief, RPRMD

Camp Ruperto Kangleon, Palo, Leyte

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

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