

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 F. ENAGE

C, RPRMD

Date:

JAN 07 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	ADAS3-1038-2013	9	19552	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CSSP; First Level; (MC 11, s 1996- Cat I)	N/A	Kawayan MPS, BPPO
2	Administrative Assistant I	ADAS1-2275-2013	7	17179	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional; MC 11, 2, 1996- Cat I)	N/A	Talalora MPS, SPPO

3	Administrative Assistant I	ADAS1-2315-2013	7	17179	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional; MC 11, 2, 1996-Cat I)	N/A	Sogod MPS, SLPPO
4	Administrative Assistant I	ADAS1-2270-2013	7	17179	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional; MC 11, 2, 1996-Cat I)	N/A	Sto. Niño, SPPO
5	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1148-2013	4	14400	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	MC 10,s.2013-Cat II	N/A	Baybay CPS, LPPO

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 18, 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

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

PCOL HECTOR F ENAGE

Chief, RPRMD

Camp Ruperto Kangleon, Palo, Leyte

nupaspro8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.