

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: **FEB 21 2022**

| No. | Position Title<br>(Parenthetical Title, if applicable)      | Planilla 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)                           | ADDA4-551-2005    | 4                      | 14400          | Completion of 2 years studies in College  | None Required | None Required | Career Service (Subprofessional) First Level Eligibility             | N/A                        | SLPPO               |
| 2   | Administrative Aide IV (Communication Equipment Operator I) | ADDA4-1166-2013   | 4                      | 14400          | Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course | None Required | None Required | Communication Equipment Operator Eligibility (MC 10 s. 2013-Cat. II) | N/A                        | Matag-ob MPS, LPPO  |
| 3   | Administrative Assistant I (Computer Operator I)            | ADAS1-2257-2013   | 7                      | 17179          | 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                        | Paranas MPS, SPPO   |

|   |  |                 |   |       |   |               |               |  |     |                          |
|---|--|-----------------|---|-------|---|---------------|---------------|--|-----|--------------------------|
| 4 | Administrative Assistant I (Computer Operator I) | ADAS1-2311-2013 | 7 | 17179 | 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 | San Ricardo MPS, SLPPO   |
| 5 | Administrative Assistant I (Computer Operator I) | ADAS1-2198-2013 | 7 | 17179 | 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 | Laping MPS, NSPPO        |
| 6 | Administrative Assistant I (Computer Operator I) | ADAS1-2227-2013 | 7 | 17179 | 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 | Silvino Lobos MPS, NSPPO |
| 7 | Administrative Assistant I (Computer Operator I) | ADAS1-2150-2013 | 7 | 17179 | 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, LPPPO       |

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 March 3, 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 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](mailto:nupaspro8@gmail.com)

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