


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

Acting Chief, RPRMD

Date: **APR 05 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 (Communication Equipment Operator I)	ADA4-1166-2013	4	14993	Completion of two (2) years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Communication Equipment Operator	N/A	Matag-ob MPS, LPPO
2	Administrative Assistant I (Computer Operator I)	ADAS1-2257-2013	7	17899	Completion of two (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	Paranas MPS, SPPO
3	Administrative Assistant I (Computer Operator I)	ADAS1-2311-2013	7	17899	Completion of two (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	San Ricardo MPS, SLPPO
4	Administrative Assistant I (Computer Operator I)	ADAS1-2198-2013	7	17899	Completion of two (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	Lapinig MPS, NSPPO

5	Administrative Assistant I (Computer Operator I)	ADAS1-2227-2013	7	17899	Completion of two (2) years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service professional); Data Encoder (Sub-	N/A	Silvino Lobos MPS, NSPPO
6	Administrative Assistant I (Computer Operator I)	ADAS1-2150-2013	7	17899	Completion of two (2) years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service professional); Data Encoder (Sub-	N/A	Matalom MPS, 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 April 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 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 GLENN OLIVER C CINCO
 Acting Chief, RPRMD
 Camp Ruperto Kangleon, Palo, Leyte
nupaspro8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.