

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:

**MAY 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 Assistant III (Computer Operator II)	ADAS3-1038-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); Data Encoder	N/A	Kawayan MPS, BPPO
2	Administrative Assistant III (Computer Operator II)	ADAS3-1065-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); Data Encoder	N/A	Alang-Alang MPS, LPPO
3	Administrative Assistant III (Computer Operator II)	ADAS3-1122-2013	9	20340	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	Career Service (Sub-Professional); Data Encoder	N/A	San Antonio MPS, NSPPO

4	Administrative Assistant III (Computer Operator II)	ADAS3-1120-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 hours relevant training	1 year of relevant experience	Career Service (Sub-Professional); Data Encoder	N/A	Pambujan MPS, NSPPO
5	Administrative Assistant I (Computer Operator I)	ADAS1-2275-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Talalora MPS, SPPO
6	Administrative Assistant I (Computer Operator I)	ADAS1-2315-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-professional); Data Encoder	N/A	Sogod MPS, SLPPO
7	Administrative Assistant I (Computer Operator I)	ADAS1-2270-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-professional); Data Encoder	N/A	Sto Nino MPS, SPPO
8	Administrative Assistant I (Computer Operator I)	ADAS1-2184-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Biri MPS, NSPPO

9	Administrative Assistant I (Computer Operator I)	ADAS1-2141-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Kananga MPS, LPPO
10	Administrative Assistant I (Computer Operator I)	ADAS1-2263-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	San Jose De Buan MPS, SPPO
11	Administrative Assistant I (Computer Operator I)	ADAS1-2254-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Pagsanghan MPS, SPPO
12	Administrative Assistant I (Computer Operator I)	ADAS1-2143-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Lapaz MPS, LPPO
13	Administrative Assistant I (Computer Operator I)	ADAS1-2156-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Merida MPS, LPPO
14	Administrative Assistant I (Computer Operator I)	ADAS1-2178-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Tunga MPS, LPPO

15	Administrative Assistant I (Computer Operator I)	ADAS1-2287-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Hinunangan MPS, SLPPO
16	Administrative Assistant I (Computer Operator I)	ADAS1-2195-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Gamay MPS, NSPPO
17	Administrative Assistant I (Computer Operator I)	ADAS1-2281-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Zumarraga MPS, SPPO
18	Administrative Assistant I (Computer Operator I)	ADAS1-2129-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Hiindang MPS, LPPO
19	Administrative Assistant I (Computer Operator I)	ADAS1-2197-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Laoang MPS, NSPPO
20	Administrative Assistant I (Computer Operator I)	ADAS1-2133-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Isabel MPS, LPPO

21	Administrative Assistant I (Computer Operator I)	ADAS1-2074-2013	7	17899	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Sub-Professional); Data Encoder	N/A	Jipapad MPS, ESPPO
22	Administrative Aide VI (Communication Equipment Operator II)	ADA6-232-2013	6	16877	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Communication Equipment Operator	N/A	Calbayog CPS, SPPO
23	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1148-2013	4	14993	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Communication Equipment Operator	N/A	Baybay CPS, LPPO
24	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1114-2013	4	14993	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Communication Equipment Operator	N/A	Kawayan MPS, BPPO
25	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1188-2013	4	14993	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	None Required	None Required	Communication Equipment Operator	N/A	Catarman MPS, NSPPO
26	Administrative Aide I (Utility Worker I)	ADA1-318-2005	1	12517	Must be able to read and write	None Required	None Required	N/A	N/A	ORLRDD

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 MAY 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](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 GLENN OLIVER C CINCO

Acting Chief, RPRMD

Camp Ruperto Kangleon, Palo, Leyte

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

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