

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 VENAGE
C, RPRMD

Date: **DEC 02 2021**

| 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 |

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|----|----------------------------|-----------------|----|-------|---|---------------|---------------|---------------|--|-----|----------------------------|
| 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 | Statistician I | STATI-206-98 | 11 | 23877 | Bachelors Degree Relevant to the Job | None Required | None Required | None Required | CSP; 2nd Level | N/A | NSPPO |
| 7 | 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 |
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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 December 05, 2021.

- 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.