

Recruitment of the Positions  
**PAROLE AND PROBATION SUPERVISOR**  
 Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)  
 Who hereby request the publication of the following vacant positions, which are authorized to be filled, at the PAROLE AND PROBATION ADMINISTRATION in the CSC website.

Date: **19 JAN 2022**  
 HRSD  
 AUGUST 23, 2022

Position Title (parenthetical title, if applicable)	Parilla Item No.	Salary/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Qualification Standards		Place of Assignment
								Competency (if applicable)		
1 Child Probation Officer	PPAB-CPRO-1-1998	24	884 (D)	Major in any of the following: Sociology, Psychology, Criminology, Police Science, Police Administration, or other relevant fields or Bachelor of Laws	40 hours of supervisory/ management training and development intervention	4 years of progressively responsible experience in probation or other related (but related) position (3 years of supervisory experience)	Professional (Probation Supervisor) Eligibility (PA 1080) (But related) (But process)	1. Building Collaborative and Inclusive Working Relationships -Builds partnerships and improves or develops working relationships 2. Managing Performance and Coaching for Results -Assesses performance, provides feedback, and coaching for results 3. Leading Change -Implements change or initiatives related to change initiative affecting one's functional area or expertise and motivates others to accept the change 4. Thinking Strategically and Creatively -Addresses a shared sense of purpose among individuals with diverse views, concerns and aspirations; considers team unity and improves individual and team performance. Addresses training and development needs of the staff to ensure effective delivery of the required process of work. -Evaluates compliance to Agency Service Manual which serves as a reference for employees, demonstrates and provides. -Administers reports and documents, and performs field spot inspections to assess compliance rates and to identify problems.	Within Region 8	
2 Child Probation Officer	PPAB-CPRO-1-1998	24	884 (D)	Bachelor's Degree with major in any of the following areas: Social Work, Sociology, Psychology, Criminology, Police Science, Police Administration, or other relevant fields or Bachelor of Laws	40 hours of supervisory/ management training and development intervention	4 years of progressively responsible experience in probation or other related (but related) position (3 years of supervisory experience)	Professional (Probation Supervisor) Eligibility (PA 1080) (But process)	1. Building Collaborative and Inclusive Working Relationships -Builds partnerships and improves or develops working relationships 2. Managing Performance and Coaching for Results -Assesses performance, provides feedback, and coaching for results 3. Leading Change -Implements change or initiatives related to change initiative affecting one's functional area or expertise and motivates others to accept the change 4. Thinking Strategically and Creatively -Addresses a shared sense of purpose among individuals with diverse views, concerns and aspirations; considers team unity and improves individual and team performance. Addresses training and development needs of the staff to ensure effective delivery of the required process of work. -Evaluates compliance to Agency Service Manual which serves as a reference for employees, demonstrates and provides. -Administers reports and documents, and performs field spot inspections to assess compliance rates and to identify problems.	Within Region 8	
3 Child Probation Officer	PPAB-CPRO-1-1998	24	884 (D)	Bachelor's Degree with major in any of the following areas: Social Work, Criminology, Psychology, Police Administration, or other relevant fields or Bachelor of Laws	40 hours of supervisory/ management training and development intervention	4 years of progressively responsible experience in probation or other related (but related) position (3 years of supervisory experience)	Professional (Probation Supervisor) Eligibility (PA 1080) (But process)	1. Building Collaborative and Inclusive Working Relationships -Builds partnerships and improves or develops working relationships 2. Managing Performance and Coaching for Results -Assesses performance, provides feedback, and coaching for results 3. Leading Change -Implements change or initiatives related to change initiative affecting one's functional area or expertise and motivates others to accept the change 4. Thinking Strategically and Creatively -Addresses a shared sense of purpose among individuals with diverse views, concerns and aspirations; considers team unity and improves individual and team performance. Addresses training and development needs of the staff to ensure effective delivery of the required process of work. -Evaluates compliance to Agency Service Manual which serves as a reference for employees, demonstrates and provides. -Administers reports and documents, and performs field spot inspections to assess compliance rates and to identify problems.	Within Region 8	

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 September 2, 2022.

- 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);
- Certified true copy of performance rating in the last rating period (if applicable);
- Authenticated copy of certificate of eligibility/eligibility;
- Authenticated copy of certificate of training (if any); and
- Certified true copy of certificate of training (if any); and
- Certified true copy of certificate of recognition/honors/awards received (if any);
- The Office highly encourages interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination on the basis of race, religion, sex, age, marital status, physical handicap, gender identity and expression (GIDEX), height, ethnicity, political affiliation to include members of indigenous communities and those who observe special orientation, gender identity and expression (GIDEX).

QUALIFIED APPLICANTS are advised to have in or send through confidential their application to:

**ROSEAN V. SOLITE**  
 Personnel and Probation Administration - RB  
 Balwagan ng Katarungan  
 Tandang Sora  
 Quezon City  
[roseanv.solite@csc.gov.ph](mailto:roseanv.solite@csc.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.