

Republic of the Philippines
PAROLE AND PROBATION ADMINISTRATION
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 PAROLE AND PROBATION ADMINISTRATION in the CSC website:


RUTH L. ALA
HRMO

Date: May 10, 2023

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	PPAB-ADA4-176-2005	4	15586	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub- Professional)/ First Level Eligibility	N/A	Sogod, So. Leyte

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 21, 2023.

1. 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;
2. Certified true copy of performance rating in the last rating period (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license;
4. Authenticated copy of Transcript of Records;
5. Certified true copy of certificate of trainings (if any); and
6. Certified true copy of certificate of recognitions/honors/awards received (if any).
7. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. BEVERLY D. AMPO
Regional Officer-In-Charge
Parole and Probation Administration, R8
Bulwagan ng Katarungan
Tacloban City
ppadojregionalofficeviii@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.