

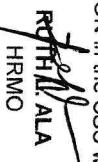
Republic of the Philippines
PAROLE AND PROBATION ADMINISTRATION
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS
Excel format

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:

Date: February 27, 2024


RUTH L. ALA
HRMO

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-ADDA4-176-2005	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	
2	Senor Probation Officer	PPAB-SRPROB-61-1998	18	46725	BACHELOR'S DEGREE IN SOCIAL WORK, SOCIOLOGY, PSYCHOLOGY, CRIMINOLOGY, PENOLOGY, CORRECTIONS, POLICE SCIENCE, POLICE ADMINISTRATION OR OTHER RELATED FIELDS	8 HOURS OF RELEVANT TRAINING	2 YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE IN PROBATION OR OTHER RELATED WORK	Career Service (professional) or RA 1080 or any appropriate eligibility for Second level position	<ol style="list-style-type: none"> Investigation Supervision Skills Adaptability People and Information Management Communication Oral Communications Written Communications Process Management Decision Making and Problem Solving 	Within Region 8	
3	Senor Probation Officer	PPAB-SRPROB-62-1998	18	46725	BACHELOR'S DEGREE IN SOCIAL WORK, SOCIOLOGY, PSYCHOLOGY, CRIMINOLOGY, PENOLOGY, CORRECTIONS, POLICE SCIENCE, POLICE ADMINISTRATION OR OTHER RELATED FIELDS	8 HOURS OF RELEVANT TRAINING	2 YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE IN PROBATION OR OTHER RELATED WORK	Career Service (Professional) or RA 1080 or any appropriate eligibility for Second level position	<ol style="list-style-type: none"> Investigation Supervision Skills Adaptability People and Information Management Communication Oral Communications Written Communications Process Management Decision Making and Problem Solving 	Within Region 8	

4	Senor Probation Officer	PPAB-SRPROB-63-1998	18	46725	BACHELOR'S DEGREE IN SOCIAL WORK, SOCIOLOGY, PSYCHOLOGY, CRIMINOLOGY, PENDOLOGY, CORRECTIONS, POLICE SCIENCE, POLICE ADMINISTRATION OR OTHER RELATED FIELDS	8 HOURS OF RELEVANT TRAINING	2 YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE IN PROBATION OR OTHER RELATED WORK	Career Service (Professional) or RA 1080 or any appropriate eligibility for Second Level position	1. Investigation 2. Supervision Skills 3. Adaptability 4. People and Information Management 5. Communication 5.1 <i>Interpersonal Communications</i> 5.2 <i>Oral Communications</i> 5.3 <i>Written Communications</i> 6. Process Management 7. Decision Making and Problem Solving	Within Region 8
		- NOTHING FOLLOWS -								

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 March 10, 2024

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/ernail their application to:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.