

Republic of the Philippines  
**NATIONAL POLICE COMMISSION**  
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 NATIONAL POLICE COMMISSION in the CSC website:

**BENJAMIN DA FLORENTINO, CESO IV**  
Regional Director  
Date: **MAR 01 2024**

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)	NAPOLCOMB- ADDA4-117-2005	4	15,586.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub-professional) / 1st Level Eligibility	N/A	Technical Services Division
2	Administrative Aide IV (Clerk II)	NAPOLCOMB- ADDA4-119-2005	4	15,586.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub-professional) / 1st Level Eligibility	N/A	Administrative Division
3	Administrative Aide VI (Communications Equipment Operator II)	NAPOLCOMB- ADDA6-104-2005	6	17,553.00	Completion of two (2) years college studies or High School Graduate** with relevant vocational/trade course	None Required	None Required	Communication Equipment Operator (MC 10 s. 2013-Cat II)	N/A	Administrative Division

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 **MAR 11 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](http://www.csc.gov.ph);
2. Photocopy of Transcript of Records;
3. Photocopies of certificate of trainings;

4. Authenticated copy of Civil Service Certificate of Eligibility
5. Certification from HRMO indicating the duties and responsibilities for positions which requires relevant experience;
6. Certificate of Employment/Certificate of Clearance, if applicable ; and
7. Performance rating of at least **Very Satisfactory (VS) for the last two (2) rating periods** (if applicable);
8. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all level of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse orientation, gender identity and expression (SOGIE)

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

**BENJAMIN DA FLORENTINO, CESO IV**

Director III / Regional Director

760 Real St., Sagkahan Dist. Taaloban City

[napolcomr08.official@gmail.com](mailto:napolcomr08.official@gmail.com)

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

