

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:


ARLYN V. BASAS
HRMO

Date: September 20, 2022

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Administrative Officer II (HRMO I)	NAPOLCOMB- ADOF2-50-2005	11	25,439.00	Bachelor's Degree	None Required	None Required	Career Service (Professional / 2nd Level Eligibility)		Administrative Division	
2	Administrative Aide III (Clerk I)	NAPOLCOMB- ADA3-68-2005	3	14,125.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub- professional) / 1st Level Eligibility		Police Regional Appellate Board	
3	Administrative Aide IV (Clerk II)	NAPOLCOMB- ADA4-117-2005	4	14,993.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub- professional) / 1st Level Eligibility		Technical Services Division	
4	Administrative Aide IV (Clerk II)	NAPOLCOMB- ADA4-119-2005	4	14,993.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub- professional) / 1st Level Eligibility		Administrative Division	
5	Administrative Aide IV (Clerk II)	NAPOLCOMB- ADA4-120-2005	4	14,993.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub- professional) / 1st Level Eligibility		Police Regional Appellate Board	
6	Administrative Aide VI (Clerk III)	NAPOLCOMB- ADA6-101-2005	6	16,877.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub- professional) / 1st Level Eligibility		Technical Services Division	
7	Administrative Aide VI (Communication Equipment Operator II)	NAPOLCOMB- ADA6-104-2005	6	16,877.00	Completion of two (2) years college studies	None Required	None Required	Communications Equipment Operator (MC. 10 s. 2013- Cat II)		Administrative Division	

8	Administrative Assistant II (Clerk IV)	NAPOLCOMB-ADAS2-66-2005	8	18,998.00	Completion of two (2) years college studies	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Sub-professional) / 1st Level Eligibility	Technical Services Division
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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 **September 30, 2022**.

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. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. 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 indigeneous 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:

ATTY. MAXIMO T. LASACA I, CESO V

Director III / Regional Director

760 Real St., Sagkahan Dist. Tacloban City

napolcomro&careers@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.