

Republic of the Philippines
PHILIPPINE NATIONAL POLICE
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 PHILIPPINE NATIONAL POLICE in the CSC website:

PCOL JOSE MANUEL C PAYOS
Acting Chief, RPRMD

Date: **JAN 13 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 Assistant III (Computer Operator II)	ADAS3-1154-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Sub-Professional); Data Encoder	N/A	Zumarraga MPS, Samar PPO
2	Administrative Assistant III (Computer Operator II)	ADAS3-1061-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Sub-Professional); Data Encoder	N/A	San Policarpo MPS, Eastern Samar PPO

3	Administrative Assistant III (Computer Operator II)	ADAS3-1113-2013	9	20340	Completion of 2 years studies in College or High School Graduate with Relevant Vocational/Trade Course	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Sub-Professional); Data Encoder	N/A	Lapinig MPS, Northern Samar PPO
4	Administrative Assistant II (Human Resource Management Assistant)	ADAS2-270-2005	8	18998	Completion of two years studies in College	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (Sub-Professional); First Level Eligibility	N/A	Regional Personnel and Records Management Division
5	Administrative Assistant I (Computer Operator I)	ADAS1-241-2005	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Regional Investigation, Detective and Management Division
6	Administrative Assistant I (Computer Operator I)	ADAS1-2212-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Pambujan MPS, Northern Samar PPO
7	Administrative Assistant I (Computer Operator I)	ADAS1-2220-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	San Jose MPS, Northern Samar PPO

8	Administrative Assistant I (Computer Operator I)	ADAS1-2224-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	San Vicente MPS, Northern Samar PPO
9	Administrative Assistant I (Computer Operator I)	ADAS1-2262-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	San Jose De Buan MPS, Samar PPO
10	Administrative Assistant I (Computer Operator I)	ADAS1-2050-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Maripipi MPS, Biliran PPO
11	Administrative Assistant I (Computer Operator I)	ADAS1-2328-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Police Station 3, Ormoc City PPO
12	Administrative Assistant I (Computer Operator I)	ADAS1-2313-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Silago MPS, Southern Leyte PPO

13	Administrative Assistant I (Computer Operator I)	ADAS1-2173-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Tabon-Tabon MPS, Leyte PPO
14	Administrative Assistant I (Computer Operator I)	ADAS1-2169-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Sta. Fe MPS, Leyte PPO
15	Administrative Assistant I (Computer Operator I)	ADAS1-2113-2013	7	17899	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Data Encoder	N/A	Baybay CPS, Leyte PPO
16	Administrative Aide VI (Clerk III)	ADA6-1032-2005	6	16877	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional); First Level Eligibility	N/A	Norther Samar PPO
17	Administrative Aide VI (Photographer I)	ADA6-1007-2005	6	16877	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional); First Level Eligibility	N/A	Eastern Samar PPO

18	Administrative Aide V (Illustrator II)	ADA5-94-2005	5	15909	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Career Service (Subprofessional); Illustrator Eligibility	N/A	Regional Intelligence Division
19	Administrative Aide IV (Clerk II)	ADA4-415-2005	4	14993	Completion of Two (2) years studies in College	None Required	None Required	Career Service (Subprofessional); First Level Eligibility	N/A	Regional Personnel and Records Management Division
20	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1115-2013	4	14993	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Communication Equipment Operator	N/A	Maripipi MPS, Biliran PPO
21	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1170-2013	4	14993	Completion of 2 years studies in College or HS Grad with Relevant Vocational/Trade Course	None Required	None Required	Communication Equipment Operator	N/A	Merida MPS, Leyte PPO

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 January 27, 2023.

- a Letter of Application
- b 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;
- c Transcript of Records and Diploma Authenticated with Receipts
- d Certificate of Eligibility (Authenticated)
- e Certificate of Training (if required for the position); (Authenticated); with receipt
- f Certificate of Employment, if
- g NBI Clearance (1 original and 1 authenticated copy with receipt);

- h NSO Birth Certificate (original copies with receipt);
- i NSO Marriage Certificate, if applicable (original copies with receipt)
- j Attested Appointment (KSS Fom BLG 33) of current position, if applicble; (Authenticated) and
- k Individual Performance Evaluation Rating (IPER) for the last two semesters prior to the application, if applicable. (Authenticated)
- l Awards

m This office highly encourages all interested and qualified applicants and promotes equal 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 the 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:

PCOL JOSE MANUEL C PAYOS
Acting Chief, RPRMD
Camp Ruperto Kangleon, Palo, Leyte
nupaspro8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.