

Republic of the Philippines
PHILIPPINE NATIONAL POLICE
Request for Publication of Vacant Positions

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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 PHILIPPINE NATIONAL POLICE in the CSC website:


PCOL MATTHEW LASEO,
Officer-In-Charge, ORPRMD
Date: OCT 11 2023

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 IV (Human Resource Management Officer II)	ADDF4-80-2005	15	36619	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Regional Personnel and Records Management Division	
2	Administrative Assistant III (Computer Operator II)	ADAS3-1093-2013	9	21211	Completion of two 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 (Subprofessional)/ First Level Eligibility	N/A	Palo MPS, Leyte PPO	

3	Administrative Assistant III (Computer Operator II)	ADAS3-1159- 2013	9	21211	Completion of two 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 (Subprofessional)/ First Level Eligibility	N/A	Libagon MPS, Southern Leyte PPO
4	Administrative Assistant III (Computer Operator II)	ADAS3-1054- 2013	9	21211	Completion of two 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 (Subprofessional)/ First Level Eligibility	N/A	Maslog MPS, Eastern Samar PPO
5	Administrative Assistant III (Computer Operator II)	ADAS3-1111- 2013	9	21211	Completion of two 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 (Subprofessional)/ First Level Eligibility	N/A	Gamay MPS, Northern Samar PPO
6	Administrative Assistant III (Computer Operator II)	ADAS3-1122- 2013	9	21211	Completion of two 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 (Subprofessional)/ First Level Eligibility	N/A	San Antonio MPS, Northern Samar PPO
7	Fingerprint Examiner II	FPTEX2-127- 1998	9	21211	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Northern Samar PPO
8	Administrative Assistant II (Human Resource Management Assistant)	ADAS2-268-2005	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Regional Personnel and Records Management Division

9	Public Relations Assistant	PRELA-182-1998	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Northern Samar PPO
10	Public Relations Assistant	PRELA-186-1998	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Southern Leyte PPO
11	Administrative Assistant II (Accounting Clerk III)	ADASS2-285-2005	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Regional Comptrollership Division
12	Administrative Assistant I (Computer Operator I)	ADAS1-231-2005	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Regional Intelligence Division
13	Administrative Assistant I (Computer Operator I)	ADAS1-2210-2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Palapag MPS, Northern Samar PPO
14	Administrative Assistant I (Computer Operator I)	ADAS1-2253-2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Motiong MPS, Samar PPO

15	Administrative Assistant I (Computer Operator I)	ADAS1-2256- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Paranas MPS, Samar PPO
16	Administrative Assistant I (Computer Operator I)	ADAS1-2259- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Pinabacdao MPS, Samar PPO
17	Administrative Assistant I (Computer Operator I)	ADAS1-2265- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	San Sebastian MPS, Samar PPO
18	Administrative Assistant I (Computer Operator I)	ADAS1-2078- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Llorente MPS, Eastern Samar PPO
19	Administrative Assistant I (Computer Operator I)	ADAS1-2091- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Salcedo MPS, Eastern Samar PPO

20	Administrative Assistant I (Computer Operator I)	ADAS1-2312- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Siliago MPS, Southern Leyte PPO
21	Administrative Assistant I (Computer Operator I)	ADAS1-2293- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Liloan MPS, Southern Leyte PPO
22	Administrative Assistant I (Computer Operator I)	ADAS1-2315- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Sogod MPS, Southern Leyte PPO
23	Administrative Assistant I (Computer Operator I)	ADAS1-2326- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Police Station 2, Ormoc CPO
24	Administrative Assistant I (Computer Operator I)	ADAS1-2329- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Police Station 3, Ormoc CPO

25	Administrative Assistant I (Computer Operator I)	ADAS1-2170- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Tabango MPS, Leyte PPO
26	Administrative Assistant I (Computer Operator I)	ADAS1-2128- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Hindang MPS, Leyte PPO
27	Administrative Assistant I (Computer Operator I)	ADAS1-2132- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Isabel MPS, Leyte PPO
28	Administrative Assistant I (Computer Operator I)	ADAS1-2044- 2013	7	18620	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional)/ Data Encoder	N/A	Caibiran MPS, Biliran PPO
29	Administrative Aide IV (Clerk II)	ADA4-414-2005	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Regional Personnel and Records Management Division

30	Administrative Aide IV (Clerk II)	ADA4-550-2005	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Eastern Samar PPO
31	Administrative Aide IV (Clerk II)	ADA4-530-2005	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Samar PPO
32	Administrative Aide IV (Communications Equipment Operator I)	ADA4-1209-2013	4	15586	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Communications Equipment Operator	N/A	Almagro MPS, Samar PPO
33	Administrative Aide IV (Communications Equipment Operator I)	ADA4-1171-2013	4	15586	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Communications Equipment Operator	N/A	Palo MPS, Leyte PPO
34	Administrative Aide IV (Communications Equipment Operator I)	ADA4-1150-2013	4	15586	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Communications Equipment Operator	N/A	Calubian MPS, Leyte PPO

35	Administrative Aide IV (Communications Equipment Operator I)	ADAA-1156-2013	4	15586	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Communications Equipment Operator	N/A	Hindang MPS, Leyte PPO
36	Administrative Aide IV (Communications Equipment Operator I)	ADAA-1245-2013	4	15586	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Communications Equipment Operator	N/A	Malibog MPS, Southern 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 **NOV 06 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) if applicable;
- e Certificate of Training (if required for the position); (Authenticated); with receipt
- f Certificate of Employment, if applicable;
- g NBI Clearance (1 original and 1 authenticated copy with receipt);
- h PSA Birth Certificate (original copies with receipt);
- i PSA Marriage Certificate, if applicable (original copies with receipt)
- j Attested Appointment (CS Form No 33-A) of current position, if applicable; (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 MATTHE L ASEO

Officer-In-Charge, ORPRMD

Camp Ruperto K Kangleon, Palo, Leyte

nupaspro8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.