



Republic of the Philippines  
**NATIONAL POLICE COMMISSION**  
National Capital Region  
4<sup>th</sup> & 5<sup>th</sup> Floors, NAPOLCOM Bldg.  
371 Sen. Gil J. Puyat Avenue, Makati City  
Tel. Nos. 882-1185 / 882-1190  
Telefax Nos. 882-1184 / 882-1187 / 882-1180  
Email Address: [napolcom\\_ncr@yahoo.com](mailto:napolcom_ncr@yahoo.com)



February 23, 2021

**Director RAMON M. RAÑESES, MNSA, CESO IV**  
Service Staff Chief  
Personnel and Administrative Service  
14<sup>th</sup> FLR, DILG-NAPOLCOM Center  
NAPOLCOM Building  
EDSA, Corner Quezon Avenue  
West Triangle, Quezon City

Dear **Dir. Rañeses**:

The National Police Commission-National Capital Region (NAPOLCOM-NCR) would like to request your good office for the publication in the NAPOLCOM website of the vacant position herein:

**TECHNICAL SERVICES DIVISION:**

<i>Position</i>	:	<b>Administrative Assistant I (Stenographic Reporter I) SG-7</b>
<i>Item No.</i>	:	<b>NAPOLCOMB-ADAS1-24-2005</b>
<i>Education</i>	:	<b>Completion of two-years studies in college or High School Graduate with relevant Vocational/Trade Course</b>
<i>Experience</i>	:	<b>none required</b>
<i>Training</i>	:	<b>none required</b>
<i>Eligibility</i>	:	<b>Career Service Sub-Professional (CSSP) First Level Eligibility</b>

Interested and qualified applicants shall submit the following documents to the NAPOLCOM-NCR, 371 Sen. Gil Puyat Avenue, Makati City or send thru email address: [napolcomncr\\_admdiv@yahoo.com](mailto:napolcomncr_admdiv@yahoo.com):

1. Application letter indicating the position applied for;
2. Fully accomplished Personal Data Sheet (PDS), with recent passport size picture (CSC Form 212 Revised 2017). (PDS can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph));
3. Certified True Copy of Transcript of Record (TOR) and Diploma;
4. Birth Certificate (NSO/PSA)
5. Certificate of Work Experience; (if any)
6. Photocopies of Certificates of Trainings; (if any)
7. Photocopy of certificate of eligibility/rating/license; and
8. NBI Clearance.

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

**CLOSING DATE: March 15, 2021**

Thank you and warm regards.

PAS - 699  
2021-02-1030

Certified correct:

  
**MANDY S. ESPIRITU**  
Chief, HRMS

Noted by:

  
**DIR. FERDINAND R. QUIRANTE**  
Assistant Regional Director

Approved by:

  
**ATTY. ROMEO E. DAVID**  
Acting Regional Director