

Republic of the Philippines  
**NATIONAL POLICE COMMISSION**  
Request for Publication of Vacant Positions

DBP OCT-14-2019 08:37AM

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the republication of the following vacant positions, which are authorized to be filled, at the NATIONAL POLICE COMMISSION in the CSC website:

*[Signature]*  
MA. TERCE G. ABRASIA

Chief, HRMD

Date:

October 11, 2019

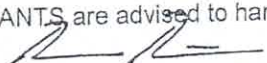
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Human Resource Management Officer II)	ADOF4-30-2005	15	P 30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional; Second Level Eligibility	n/a	Central Office
3	Administrative Aide IV (Clerk II) (2 positions)	ADA4-31:48-2005	4	P 13,214.00	Completion of two-years in college or High School Graduate with relevant vocational/trade	None Required	None Required	Career Service Subprofessional; First Level Eligibility	n/a	Central Office
4	Administrative Officer V (Fiscal Examiner III)	ADOF5-24-1998	18	P 40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional; Second Level Eligibility	n/a	Central Office
5	Information Systems Analyst III	INFOSA3-1-1998	19	P 45,269.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional; Second Level Eligibility	n/a	Central Office
6	Administrative Assistant V (Data Entry Machine Operator III)	ADAS5-11-2005	11	P 20,754.00	Completion of two-years in college or High School Graduate with relevant vocational/trade	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional; First Level Eligibility	n/a	Central Office
7	Administrative Aide VI (Data Controller I)	ADA6-17-2005	6	P 14,847.00	Completion of two-years in college or High School Graduate with relevant vocational/trade	None Required	None Required	Career Service Subprofessional; First Level Eligibility	n/a	Central Office
8	Planning Assistant	PLA-1-1998	8	P 16,758.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional; First Level Eligibility	n/a	Central Office
9	Planning Officer III	PLO3-1-1998	18	P 40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional; Second Level Eligibility	n/a	Central Office

10	Project Evaluation Officer I	PEO1-1-1998	11	P 20,754.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional; Second Level Eligibility	n/a	Central Office
11	Administrative Assistant V (Artist Illustrator III)	ADAS5-10-2005	11	P 20,754.00	Completion of two-years in college or High School Graduate with relevant vocational/trade	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional; First Level Eligibility	n/a	Central Office
12	Project Evaluation Assistant	PEA-1-1998	8	P 16, 758.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional; First Level Eligibility	n/a	Central Office
13	Administrative Aide VI (Data Entry Machine Operator I)	ADA6-16-2005	6	P 14,847.00	Completion of two-years in college or High School Graduate with relevant vocational/trade	None Required	None Required	Career Service Subprofessional; First Level Eligibility	n/a	Central Office
14	Administrative Officer II (Management and Audit Analyst I)	ADOF2-25-2005	11	P 20,754.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional; Second Level Eligibility	n/a	Central Office
15	Administrative Assistant II (Management and Audit Assistant) (3 Positions)	ADAS2-17;18:20-2005	8	P 16, 758.00	Completion of two-years in college or High School Graduate with relevant vocational/trade	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional; First Level Eligibility	n/a	Central Office
16	Administrative Aide IV (Clerk II)	ADA4-21-2005	4	P 13,214.00	Completion of two-years in college or High School Graduate with relevant vocational/trade	None Required	None Required	Career Service Subprofessional; First Level Eligibility	n/a	Central Office

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 **October 21, 2019**.

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

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

  
DIR. RAMON M. RAÑESES, MNSA, CESO IV

Staff Service Chief

Personnel and Administrative Service

hrmd\_pas\_napolcom@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.