



Republic of the Philippines
NATIONAL POLICE COMMISSION
National Capital Region
4th and 5th 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



July 28, 2021

Director RAMON M. RAÑESES, MNSA, CESO IV
Staff Service Chief
Personnel and Administrative Service
14th Floor, 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 of the vacant positions herein on the NAPOLCOM website:

ADMINISTRATIVE DIVISION, NAPOLCOM-NCR:

Position : **Administrative Assistant II (Budgeting Assistant) SG-8**
Item No. : NAPOLCOMB-ADAS2-53-2005
Education : Completion of two-years studies in college
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service Sub-Professional (CSSP) First Level Eligibility

TECHNICAL SERVICES DIVISION (TSD), NAPOLCOM-NCR:

Position : **Financial Claims Examiner II SG-14**
Item No. : NAPOLCOMB-FINCE2-11-1998
Education : Bachelor's degree relevant to the job
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service Sub-Professional (CSSP) Second Level Eligibility

OFFICE OF THE REGIONAL DIRECTOR (ORD), NAPOLCOM-NCR:

Position : **Attorney V SG-25**
Item No. : NAPOLCOMB-ATY5-61-2010
Education : Bachelor of Laws
Experience : Three (3) years of relevant experience
Training : Sixteen (16) hours of relevant training
Eligibility : RA 1080



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POLICE REGIONAL APPELLATE BOARD, NAPOLCOM-NCR:

Position : **Administrative Assistant V (Stenographic Reporter 3) SG-11**
Item No. : **NAPOLCOMB-ADAS5-23-2005**
Education : **Completion of two-years studies in college**
Experience : **Two (2) years of relevant experience**
Training : **Eight (8) hours of relevant training**
Eligibility : **Career Service Sub-Professional (CSSP) First Level Eligibility**

Interested and qualified applicants shall submit the following documents thru e-mail address, napolcomncr_admdiv@yahoo.com :

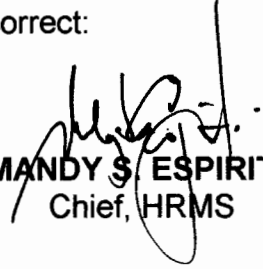
1. Application letter indicating the position applied for;
2. Fully accomplished Personal Data Sheet (PDS), with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Certified true copy of Transcript of Records (TOR) and Diploma;
4. Birth certificate (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: August 20, 2021

Thank you and warm regards.

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



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OFFICE OF THE REGIONAL DIRECTOR (ORD), NAPOLCOM-NCR:

Position : **Director III (Salary Grade – 27, Presidential Appointee)**
Item No. : NAPOLCOMB-DIR3-5-1998
Education : Master's degree
Experience : Three (3) years as Director II or equivalent position
Training : Forty (40) hours Executive Leadership Training or its equivalent
Eligibility : Career Executive Service Eligibility (CESE)
Career Service Executive Eligibility (CSEE)

Position : **Director II (Salary Grade – 26, Presidential Appointee)**
Item No. : NAPOLCOMB-DIR2-3-1998
Education : Master's degree
Experience : Five (5) years in position involving management and supervision (Division Chief level and up)
Training : Forty (40) hours of Middle Management/Supervisory Training
Eligibility : Career Executive Service Eligibility (CESE)
Career Service Executive Eligibility (CSEE)

Interested and qualified applicants shall submit the following documents thru e-mail address, napolcomncr_admdiv@yahoo.com :

1. Letter of Application;
2. Duly accomplished CSC Form No. 212, Revised 2017;
3. Authenticated copy of CES/CSE Eligibility;
4. Authenticated copy of Transcript of Scholastic Records;
5. Authenticated copy of Performance Rating in the last two (2) rating periods; and
6. Authenticated copy of latest appointment (including appointment to CESO rank) for non-organic applicants

Thank you and warm regards.

ATTY. ROMEO E. DAVID
Acting Regional Director