



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



January 19, 2021

Director RAMON M. RAÑESES, MNSA, CESO IV
Service Staff Chief
Personnel and Administrative Service
14th 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:

Office of the Regional Director, NAPOLCOM-NCR

Position : **Attorney V, SG-25**
Item No. : NAPOLCOMB-ATY5-54-2010
Education : Bachelor of Laws
Experience : Three (3) years of relevant experience
Training : Sixteen (16) hours of relevant training
Eligibility : R.A. 1080/BAR

Position : **Attorney V, SG-25**
Item No. : NAPOLCOMB-ATY5-59-2010
Education : Bachelor of Laws
Experience : Three (3) years of relevant experience
Training : Sixteen (16) hours of relevant training
Eligibility : R.A. 1080/BAR

Position : **Attorney V, SG-25**
Item No. : NAPOLCOMB-ATY5-60-2010
Education : Bachelor of Laws
Experience : Three (3) years of relevant experience
Training : Sixteen (16) hours of relevant training
Eligibility : R.A. 1080/BAR

Position : **Attorney V, SG-25**
Item No. : NAPOLCOMB-ATY5-63-2010
Education : Bachelor of Laws

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Experience : Three (3) years of relevant experience
Training : Sixteen (16) hours of relevant training
Eligibility : R.A. 1080/BAR

Position : **Administrative Assistant III (Stenographic Reporter II) SG-9**
Item No. : NAPOLCOMB-ADAS3-24-2005
Education : Completion of two-years studies in college
 or High School Graduate with relevant Vocational/Trade Course
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, NAPOLCOM-NCR

Position : **Law Enforcement Evaluation Officer II SG-15**
Item No. : NAPOLCOMB-LEEO2-16-1998
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 (Professional) Second Level Eligibility

Position : **Administrative Assistant I (Stenographic Reporter I) SG-7**
Item No. : NAPOLCOMB-ADAS1-26-2005
Education : Completion of two-years studies in college
 or High School Graduate with relevant Vocational/Trade Course
Experience : none required
Training : none required
Eligibility : Career Service Sub-Professional (CSSP) First Level Eligibility

Position : **Administrative Aide IV (CLERK II) SG-4**
Item No. : NAPOLCOMB-ADA4-87-2005
Education : Completion of two-years studies in college
 or High School Graduate with relevant Vocational/Trade Course
Experience : none required
Training : none required
Eligibility : Career Service Sub-Professional (CSSP) First level Eligibility

Administrative Division, NAPOLCOM-NCR

Position : **Administrative Aide VI (Clerk III) SG-6**
Item No. : NAPOLCOMB-ADA6-77-2005
Education : Completion of two-years studies in college
 or High School Graduate with relevant Vocational/Trade Course
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service Sub-Professional (CSSP) First level Eligibility

Interested and qualified applicants shall submit the following documents thru email at 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);
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: February 28, 2021

Thank you and warm regards.

Certified correct:


MR. MANDY S. ESPIRITU
Chief, HRMS

Noted by:


DR. FRANCISCO A. DELOS SANTOS, Jr., DPA
OIC, Office of the Assistant Regional Director
Chairman, Personnel Selection Board
20 JAN 2021

Approved by:


ATTY. ROMEO E. DAVID
Acting Regional Director