



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. 8882-1185 / 8882-1190  
Telefax Nos. 8882-1184 / 8882-1187 / 8882-1180  
Email Address: napolcom\_ncr@yahoo.com



August 15, 2023

**Director JOSEPHMAR B. GIL**  
Staff Service 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. Gil**:

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

**Office of the Regional Director, NAPOLCOM-NCR**

*Position* : **Attorney V, SG-25**  
*Item No.* : NAPOLCOMB-ATY5-57-2010  
*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

Interested and qualified applicants shall submit the following documents thru email at napolcomncr\_admdiv@yahoo.com:

1. Fully accomplished Personal Data Sheet (PDS), with recent passport-sized picture (CSC Form 212 Revised 2017) with **Work Experience Sheet (WES)** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph).
2. Application letter indicating the position applied for;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records (TOR) and Diploma;
6. Photocopy of Certificate of Trainings; (if any)
7. Photocopy of Certificate of Work Experience; (if any)
8. Birth Certificate/Marriage contract (PSA)

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*"Ang bayang may katabimikan ay bayang may kaunlaran"*

9. NBI Clearance.

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

CLOSING DATE: August 26, 2023

Thank you and warm regards.

Certified correct:

  
**MR. MANDY S. ESPIRITU**  
Chief, HRMS

Noted by:

  
**BABY AURORA S. VERZOSA**  
OIC, Administrative Division

Approved by:

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

CSCFO-DILG  
RECEIVED

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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

*Q*  
ANNA LIZ S. CREDO  
Human Resource Specialist I

Date: **AUG 16 2023**  
Time: *3:33 pm*

**DIR. FERDINAND S. QUIRANTE, MBA**

Assistant Regional Director

Date: 15-Aug-23

SERVICE COMMISSION (CSC)

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

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)	
Attorney V	NAPOLCOMB-ATY5-57-2010	25	102690	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	N/A	National Police Commission-National Capital Region
Attorney V	NAPOLCOMB-ATY5-59-2010	25	102690	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	N/A	National Police Commission-National Capital Region

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 August 26, 2023

Completed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with **Work Experience Sheet (WES)** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);

- Application letter indicating the position applied for;
- Performance rating **in the last rating period** (if applicable);
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of Transcript of Records (TOR) and Diploma;
- Photocopies of Certificate of Trainings, (if any)
- Photocopy of Certificate of Work Experience; (if any)
- Birth Certificate/Marriage Contract (PSA); and
- Clearance.

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

**DIR. FERDINAND R. QUIRANTE, MBA**  
Assistant Regional Director  
Floor, NAPOLCOM-NCR Bldg. 371 Sen. Gil Puyat Avenue,  
Makati City  
[Napolcomncr\\_admdiv@yahoo.com](mailto:Napolcomncr_admdiv@yahoo.com)

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