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Republic of the Philippines  
NATIONAL POLICE COMMISSION REGIONAL OFFICE 5  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL POLICE COMMISSION REGIONAL OFFICE 5 in the CSC website

MANUEL L. PONTANAL  
(Head of Agency)

Date: June 10, 2024

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Attorney V	NAPOLCOMB-ATYS-70-2010	25	102,695.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080		Integrity and Accountability; Professionalism; Service Excellent; Working with others; Adaptability and Flexibility; Building Collaborative and Inclusive Relationships; Presenting and Communicating Information; Stakeholder Management; Policy Literacy	Office of the Regional Director
2	Attorney V	NAPOLCOMB-ATYS-72-2010	25	102,690.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080		Integrity and Accountability; Professionalism; Service Excellent; Working with others; Adaptability and Flexibility; Building Collaborative and Inclusive Relationships; Presenting and Communicating Information; Stakeholder Management; Policy Literacy	Office of the Regional Director
3	Administrative Officer III	NAPOLCOMB-ADOF3-43-2005 (Anticipated Vacancy)	14	33,843.00	Bachelors degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility		Computer Literacy; Adaptability and Flexibility; Coping with Pressures and Setbacks; Policy Literacy; Records Management; Stakeholder Management; Budget Planning and Management; Accounting; Compensation and Benefits	Administrative Division

4	Administrative Assistant V	NAPOLCOM-ADAS-11 2005	11	27,000.00	Completion of two years' studies in College	8 hour(s) of relevant training	2 years of relevant experience	Career Service (Subprofessional / First Level Eligibility)	Integrity and Accountability; Professionalism; Service Excellence; Working with Others; Computer Literacy; Records Management; Writing and Reporting; Legal Awareness and Expertise; Policy Literacy	Office of the Chairman, Regional Appellate Board V
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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 **June 11, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (PS Form No. 212, Rev. sed 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Work Experience Sheet (WES);
3. Photocopy of Certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Performance rating in the **last rating period** (if applicable) and;
6. Photocopy of Certificate of Trainings (if any).

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

  
**MANUEL L. PONTANAL**

Regional Director  
Regional Government Center, Rawis Legazpi City  
[napi.com\\_ro5@yahoo.com](mailto:napi.com_ro5@yahoo.com)

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