

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

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EVANGELISTA, PRADO

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 in the CSC website:



ATTY. NEYLAN L. P. GANDEZA
HRMO

Date: September 6, 2024

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	Chief Administrative Officer (Human Resource Management Officer V)	CADOF-22-2005	24	94,132	Master's degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/ management learning and development intervention	Four (4) years of supervisory/ management experience	Career Service Professional; Second Level Eligibility	1. SPMS Process Administration 2. Policy Literacy 3. Performance Management and Coaching for Results 4. Developing and Empowering Others 5. Writing and Reporting	(Central Office) Human Resource Management Division - Personnel and Administrative Service
2	Chief Administrative Officer (Information Officer V)	CADOF-24-2005	24	94,132	Master's degree or Certificate of Leadership and Management from the Civil Service Commission	Forty (40) hours of supervisory/ management learning and development intervention	Four (4) years of supervisory/ management experience	Career Service Professional; Second Level Eligibility	1. Managing Media Relations 2. Presenting and Communicating Information 3. Policy Literacy 4. Performance Management and Coaching for Results 5. Developing and Empowering Others 6. Writing and Reporting	(Central Office) Public Information Division - Personnel and Administrative Service

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 September 17, 2024.

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;
2. Professional/Work Experience Sheet (WES); (for positions requiring relevant experience)
3. Photocopy of Transcript of Records (TOR);
4. Photocopies of Certificates of Training;
5. Authenticated copy of the Civil Service Certificate of Eligibility;
6. Certified True Copy of Certificate of Membership to the Philippine Bar or PRC Board Rating;
7. Certification from the HRMO indicating the duties and responsibilities for positions that require relevant experience;
8. Certificate of Employment/Certificate of Clearance;
9. Performance rating of at least Very Satisfactory (VS) for the last two (2) rating periods.

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

DIR. ARLENE L. CASTRO-CO

Acting Staff Service Chief

Personnel and Administrative Service

napolcomrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

