

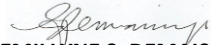


Republic of the Philippines  
NATIONAL POLICE COMMISSION REGION VI, Iloilo City  
Request for Publication of Vacant Positions

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

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 R6 in the CSC website:

  
**EMILLYNE S. DEMAISIP**  
Administrative Officer V/Chief, HRMS

Date: July 4, 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	Administrative Assistant II (Clerk IV)	NAPOLCOMB-ADAS2-62-2005	8	19,744.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Coping with Pressures and Setbacks, Integrity and Accountability, Professionalism, Service Excellence, Working With Others, Adaptability and Flexibility, Computer Literacy, Records Management	NAPOLCOM R6
2	Administrative Assistant V (Stenographic Reporter III)	NAPOLCOMB-ADAS5-32-2005	11	27,000.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	Integrity and Accountability, Professionalism, Service Excellence, Working With Others, Policy Literacy, Adaptability and Flexibility, Computer Literacy, Records Management, Writing and Reporting, Legal Acumen and Expertise	NAPOLCOM R6

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 July 18, 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](http://www.csc.gov.ph);
2. Performance rating in the last 2 rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records/Diploma;
5. Professional/Work Experience Sheet (For positions requiring relevant work experience);
6. Certification from HRMO indicating the duties and responsibilities (For positions requiring relevant work experience); and
7. Certificate of Employment/Certificate of Clearance, if applicable.

**Note: All scanned documents must be in PDF Format.**

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application indicating the applied position for to:

**ATTY. JEROME LB. ASUGA**

Regional Director

National Police Commission R-6, Iloilo City

[napolcomhrmsr6@gmail.com](mailto:napolcomhrmsr6@gmail.com)

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