



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: April 3, 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-ADAS2-60-2005 | 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 |

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 April 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. 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

NOTE: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.