



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: August 5, 2024

No.	Position Title (Parenthetical Title if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide VI (Accounting Clerk II)	NAPOLCOMB-ADA6-92-2005	6	17,553.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Inegrity and Accountability, Service Excellence, Computer Literacy, Working with Others, Professionalism, Adaptability and Flexibility, Policy Literacy, Records Management, Writing and Reporting, Budget, Planning and Management, Accounting	NAPOLCOM R-6

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 August 19, 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. Individual Performance Commitment Review with 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);
8. Certificate of Training (For positions requiring relevant training).

**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.**