

CS Form No. 9  
Revised 2018

Republic of the Philippines  
**PHILIPPINE PUBLIC SAFETY COLLEGE**  
Request for Publication of Vacant Positions

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

JAN 07 2021

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE PUBLIC SAFETY COLLEGE in the CSC website:

**PCOL FROILAN P. ELOPRE (Ret)**  
Acting Chief, Administrative Division

Date: January 07, 2021

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	Accountant II	PPSCB-A2-2-1998	16	35106	Bachelor's degree in commerce/ Business Administration major in Accounting	Four (4) Hours of Relevant Training	One (1) Year of Relevant Experience	RA 1080 (CPA)	<b>Core Competencies:</b> ✓ Delivering Efficient Result ✓ Personal Effectiveness <b>Technical Competencies:</b> 1. Government Accounting ✓ Analyze Financial Information ✓ Ability to analyze and interprets facts & figures 2. Communication skills (Verbal/Written) 3. Practical Knowledge of Computers and their applications in Accounting	Financial and Management Division, Head Office, Quezon City

2	Administrative Aide VI (Buyer II)	PPSCB-ADA6-6-2005	6	15524	Completion of two years studies in colleges	None Required	None Required	Career Service (sub-Professional) First Level Eligibility		Administrative Division, Head Office, Quezon City
3	Administrative Aide IV (Driver II)	PPSCB-ADA4-7-2005	4	13807	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat. II)		Office of the President, Head Office, Quezon City

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 January 17, 2021.

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 rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**PLTGEN RICARDO F. DE LEON, (Ret), Ph.D.**  
President, PPSC  
Lot 2, MWSS Compound, Katipunan Avenue  
cor. Ayala Heights, Old Balara  
Quezon City  
**Attn: Personnel & Records Section**  
**Administrative Division**  
[ppsc\\_prms@yahoo.com](mailto:ppsc_prms@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.