

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

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: November 24, 2020

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	Senior Education Program Specialist	PPSCB-SREPS-4-1998	19	46791	Bachelor's Degree Relevant to the Job	8 Hours of Relevant Training	2 Years of Relevant Experience	Career Service (Professional) Second Level Eligibility	Familiar with Learning Management System canvas and Flexible Learning	Faculty Development Division, Head Office, Quezon City
2	Project Evaluation Officer I	PPSCB-PEO1-2-1998	11	22316	Bachelor's Degree	None Required	None required	Career Service (Professional) Second Level Eligibility	N/A	Planning and Research Division, Head Office (For Assignment at NPC Zamboanga Campus, Zamboanga City)
3	Administrative Assistant II (Bookkeeper)	PPSCB-ADAS2-16- 2005	8	17505	Completion of two years studies in colleges	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service (sub- Professional) First Level Eligibility	Basic Accounting Skills	National Jail Management and Penology Training Institute, Calamba City

4	Administrative Aide VI (Stenographer II)	PPSCB-ADA6-4-2005	6	15524	Completion of two years studies in colleges	None Required	None Required	Career Service (sub-Professional) First Level Eligibility	N/A	PPSC Head Office, Quezon City
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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 December 6, 2020.

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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.