



Republic of the Philippines  
 Department of the Interior and Local Government  
**PHILIPPINE PUBLIC SAFETY COLLEGE**  
 505 Al-fer Building, Barangay Bagong Lipunan, EDSA, Quezon city  
 Personnel and Records Section-Administrative Division Telephone Number: (02) 655-8713



## ADVISORY

**07 December 2017**

**THE FOLLOWING VACANT PLANTILLA POSITIONS ARE AVAILABLE FOR POSSIBLE FILLING-UP:**

Position Title	SG	Unique Item No.	Office Assignment	Minimum Qualifications
1. Administrative Officer III	14	PPSCB-ADOF3-15-2005	<b>Philippine National Police Academy, Silang, Cavite</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree Relevant to the Job.</li> <li>• 1 year of relevant experience.</li> <li>• 4 hours of relevant training.</li> <li>• Career Service (Professional) Eligibility</li> <li>• Second Level Eligibility</li> </ul>
3. Administrative Assistant I	7	PPSCB-ADAS1-18-2005	<b>National Jail Management and Penology Training Institute, Calamba City</b>	<ul style="list-style-type: none"> <li>• Completion of Two Years in College.</li> <li>• None required experience.</li> <li>• None required training.</li> <li>• Career Service (Sub-Professional).</li> <li>• First Level Eligibility.</li> </ul>

All interested individuals may submit their application letter, **specifying THE POSITION being applied for**, addressed to the President, PPSC (Attention: Personnel and Records Section, Administrative Division) at 505 Al-fer Building, Barangay Bagong Lipunan, EDSA, Quezon City or thru email [ppsc.personnel@yahoo.com](mailto:ppsc.personnel@yahoo.com)

Please enclose in your application letter the following documents:

- Updated Personal Data Sheet (CSC Form 212, Revised 2017)
- Certified True Copy of Certificate of Eligibility.
- Certified True Copy of Transcript of Records.
- Other pertinent documents.
- For other information please visit PPSC Website [www.ppsc.gov.ph](http://www.ppsc.gov.ph)

<p><b>Deadline for the submission of Application Letter/Documents shall be on          December 17, 2017 at 5:00 p.m.</b></p>
---