



Republic of the Philippines  
Department of the Interior and Local Government  
**PHILIPPINE PUBLIC SAFETY COLLEGE**



**ADVISORY**

June 13, 2017

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

Position Title	SG	Unique Item No.	Office Assignment	Minimum Qualifications
1. Executive Assistant III	20	PPSCB-EXA3-1-1998	Office of the PPSC President, Head Office	<ul style="list-style-type: none"> <li>• Bachelor's Degree</li> <li>• 2 years of experience</li> <li>• 8 hours of training</li> <li>• Career Service (Professional) Eligibility Second Level Eligibility</li> </ul>
2. Accountant II	16	PPSCB-A2-1-1998	Financial and Management Division, Head Office	<ul style="list-style-type: none"> <li>• Bachelor's degree in Commerce/Business Administration major in Accounting</li> <li>• 1 year of relevant experience</li> <li>• 4 hours of relevant training</li> <li>• RA 1080</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, 505 Al-fer Building, Barangay Bagong Lipunan, EDSA, Quezon City)

**Please enclose in your application letter the following documents:**

- Updated Personal Data Sheet (CSC Form 212)
- 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)

**Deadline for the submission of Application Letter/Documents shall be on  
23 June 2017, 5:00 p.m.**