



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



ADVISORY

January 20, 2016

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

Position Title	SG	Unique Item No.	Office Assignment	Qualifications
1. Administrative Officer V	18	PPSCB-ADOF5-13-1998	Administrative Division, PPSC Head Office	<ul style="list-style-type: none"> Bachelor's Degree relevant to the job Two (2) years of relevant experience. Eight (8) hours of relevant training. Career Service (Professional) 2nd Level Eligibility Preferably with Computer skills
2. Administrative Assistant I	07	PPSCB-ADAS1-15-2005	Administrative Division, PPSC Head Office	<ul style="list-style-type: none"> Completion of Two (2) years Studies in College None Required None Required Career Service (Sub-Professional) 2nd Level Eligibility Preferably with Computer skills
3. Supervising Education Program Specialist	22	PPSCB-SVEPS-5-1998	National Police College, Silang, Cavite	<ul style="list-style-type: none"> Bachelor's Degree relevant to the job Three (3) years of relevant experience. Sixteen (16) hours of relevant training. Career Service (Professional) 2nd Level Eligibility Preferably knowledgeable in Research and with Computer skills
4. Associate Professor I	19	PPSCB-APRO1-6-1998 PPSCB-APRO1-7-1998	National Police College, Silang, Cavite	<ul style="list-style-type: none"> Relevant Masteral Degree Two (2) years of relevant experience. Eight (8) hours of relevant training. PBET/Teacher/RA 1080 Preferably knowledgeable in Research and with Computer skills
5. Registrar III	18	PPSCB-R3-1-1998	National Police College, Silang, Cavite	<ul style="list-style-type: none"> Bachelor's Degree Two (2) years of relevant experience. Eight (8) hours of relevant training. Career Service (Professional) 2nd Level Eligibility Preferably knowledgeable in Research and with Computer skills
6. Instructor III	14	PPSCB-INST3-1-1998	National Police College, Silang, Cavite	<ul style="list-style-type: none"> Bachelor's Degree in the Area of Specialization One (1) year of relevant experience. Four (4) hours of relevant training. PBET/Teacher/RA 1080 Preferably knowledgeable in Research and with Computer skills
7. Supervising Administrative Officer	22	SADOF-5-2013	Philippine National Police Academy, Silang, Cavite	<ul style="list-style-type: none"> Bachelor's Degree relevant to the job Three (3) years of relevant experience. Sixteen (16) hours of relevant training. Career Service (Professional) 2nd Level Eligibility Preferably knowledgeable in Research and with Computer skills
8. Administrative Officer III	14	ADOF3-15-1998	Philippine National Police Academy, Silang, Cavite	<ul style="list-style-type: none"> Bachelor's Degree One (2) years of relevant experience. Four (4) hours of relevant training. Career Service (Professional) 2nd Level Eligibility Preferably knowledgeable in Research and with Computer skills

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 /ppsc_prms@yahoo.com).

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

**Deadline for the submission of Application Letter/Documents shall be on
01 February 2016, 5:00 p.m.**