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

MARGARITADS. GARCIA
Senior Human Resource Specialist

Date: **OCT 04 2022**

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)
Chief, Admin Division/HRMO

Date: 04 October, 2022

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	Attorney III (Legal Officer III)	PPSCB-ATTY3-1-2010	21	62,449.00	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (BAR)	<ul style="list-style-type: none"> • Effective and efficient delivery of in-house legal services • Problem Solving & Decision Making • Strategic and Systematic Thinking • Up-to-date knowledge on relevant government laws and regulations • Ability to safeguard the College's rights and interest 	Office of the President, Head Office, Quezon City
2	Administrative Officer IV (Information Officer II)	PPSCB-ADOF4-1-2005	15	35,097.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> • Delivering Efficient Results • Networking abilities/skills • Attention to detail • Excellent communication and interpersonal skills • Organization and time management skills 	Office of the President, Head Office, Quezon City

3	Administrative Aide IV	PPSCB-ADA4-6-2005	4	14,993.00	Completion of two (2) years studies in College	None Required	None Required	Career Service (Sub Professional) First Level Eligibility	<ul style="list-style-type: none"> • Knowledgeable of office filing system • Ability to follow work instructions and standard procedures • Personal effectiveness • Computer literate 	Office of the President, 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 October 14, 2022

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet 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;
4. Photocopy of transcript of records/diploma; and
5. Photocopy of certificate/s of training attended

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

PBGEN FERDINANDO G SEVILLA (Ret), MPSA
President, PPSC
Lot 2 MWSS Compound, Katipunan Avenue
cor. Ayala Heights, Old Balara
Quezon City
Attn: Personnel and Records Section
Administrative Division
ppsc_prms@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CSCFO-DILG
RECEIVED

MARGARITA DS. GARCIA
Senior Human Resource Specialist

OCT 04 2022

Date:

Time: