



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



**ADVISORY**

19 January 2018

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

Position Title	SG	Unique Item No.	Office Assignment	Minimum Qualifications
1. Chief Administrative Officer	24	PPSCB-CADOF-10-2005	Philippine National Police Academy (PNPA), Silang, Cavite	<ul style="list-style-type: none"> <li>• Master's Degree.</li> <li>• 4 Years in position/s involving management and supervision.</li> <li>• 24 hours of training in management and supervision.</li> <li>• Career Service (Professional) Eligibility.</li> <li>• Second Level Eligibility.</li> </ul>
2. Associate Professor II	20	PPSCB-APRO2-3-1998	National Police College (NPC), Silang, Cavite	<ul style="list-style-type: none"> <li>• Relevant Masteral Degree.</li> <li>• 2 years of relevant experience.</li> <li>• 8 hours of relevant training.</li> <li>• PBET/Teachers/RA 1080 Eligibility.</li> </ul>
3. Planning Officer III	18	PPSCB-PLO3-1-1998	Planning and Research Division (PRD), Head Office, Quezon City	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the Job.</li> <li>• 2 years of relevant experience.</li> <li>• 8 hours of relevant training.</li> <li>• Career Service (Professional) Eligibility.</li> <li>• Second Level Eligibility.</li> </ul>
4. Accountant II	16	PPSCB-A2-2-1998	Financial and Management Division (FMD), Head Office, Quezon City	<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>
5. Training Specialist I	11	PPSCB-TRNSP1-50-1998	National Fire Training Institute (NFTI), Calamba City	<ul style="list-style-type: none"> <li>• Bachelor's Degree.</li> <li>• None required experience.</li> <li>• None required training.</li> <li>• Career Service (Professional) Eligibility.</li> <li>• Second Level Eligibility.</li> </ul>
6. Training Specialist I	11	TRNSP1-7-2013	National Forensic Science Training Institute (NFSTI), Camp Vicente Lim, Calamba City	<ul style="list-style-type: none"> <li>• Bachelor's Degree.</li> <li>• None required experience.</li> <li>• None required training.</li> <li>• Career Service (Professional) Eligibility.</li> <li>• Second Level Eligibility.</li> </ul>
7. Administrative Assistant I	7	PPSCB-ADAS1-18-2005	National Jail Management and Penology Training Institute (NJMPTI), Calamba City	<ul style="list-style-type: none"> <li>• Completion of Two Years Studies 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>
8. Administrative Aide IV	4	PPSCB-ADA4-6-2005	Office of the President (OP), Head Office, Quezon City	<ul style="list-style-type: none"> <li>• Completion of Two Years Studies 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, 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, Revised 2017) **MANDATORY**.
- 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  
29 January 2018, 5:00 p.m.**