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

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:


JOSE F. BERNABE, MPSC
Chief, Administrative Division

Date: December 5, 2019

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	Administrative Aide IV (Driver II)	PPSCB-ADA4-7-2005	4	13214	High School Graduate	None Required	None Required	Professional Driver's License		Office of the President, Head Office
2	Administrative Assistant 1 (Secretary 1)	PPSCB-ADAS1-16-2005	7	15738	Completion of two years studies in College	None Required	None Required	Relevant MC 11,s.1996 Career Service (Sub- Professional) First Level Eligibility		National Police College, Silang Cavite
3	Project Evaluation Officer 1	PPSCB-PEO1-2-1998	11	20754	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Planning and Research Division, Head Office

4	Training Specialist 1	PPSCB-TRNSP1-51-1998	11	20754	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		National Jail Management and Penology Training Institute, Calamba 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 December 16, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) 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; and
4. Photocopy of Transcript of Records.

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

PLTGEN RICARDO F. DE LEON, (Ret), Ph.D.
President, PPSC
Lot 2, MWSS Compound, Katipunan Avenue
cor. Ayala Heights, Old Balara
Quezon City
Attn: Personnel & Records Section
Administrative Division
ppsc.personnel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.