


Republic of the Philippines  
**PHILIPPINE NATIONAL POLICE**  
Request for Publication of Vacant Positions



**CAGAYAN PROVINCE FIELD OFFICE**

Enclaves may be administered by the CSC-FO

**RECEIVED**

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Date/Time: 01 JUL 2022  
Received by: Perpetua C. Baligod  
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To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE NATIONAL POLICE in the CSC website:

*Jm*  
**NUP IMELDA T PASCUA**

HRMO

Date:

01 JUL 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	STATISTICIAN AIDE	STATA-173-1998	4	14993	Completion of two (2) years in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Regional Investigation and Detective Management Division
2	ADMINISTRATIVE AIDE VI (Communication Equipment Operator II)	CEO2-166-98	6	16877	Completion of two (2) years in College	None required	None required	(MC 10 s. 2013-CAT II)	N/A	Cagayan Police Provincial Office
3	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-331-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Camalaniugan MPS, Cagayan Police Provincial Office
4	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	ADAS3-180-2013	9	20340	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	Four (4) hours relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Claveria MPS, Cagayan Police Provincial Office
5	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-335-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Enrile MPS, Cagayan Police Provincial Office

6	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	ADAS3-186-2013	9	20340	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	Four (4) hours relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) MC 11, s 1996-Cat. 1) First Level Eligibility	N/A	Lasam MPS, Cagayan Police Provincial Office
7	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-344-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s 1996-Cat. 1) First Level Eligibility	N/A	Lasam MPS, Cagayan Police Provincial Office
8	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-358-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s 1996-Cat. 1) First Level Eligibility	N/A	Sta Ana MPS, Cagayan Police Provincial Office
9	ADMINISTRATIVE ASSISTANT II (Human Resource Management Assistant)	ADAS2-352-2005	8	18998	Completion of two (2) years in College	Four (4) hours relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Isabela Police Provincial Office
10	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-270-2005	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s 1996-Cat. 1) First Level Eligibility	N/A	Isabela Police Provincial Office
11	ADMINISTRATIVE AIDE VI (Communication Equipment Operator II)	CEO2-145-98	6	16877	Completion of two (2) years in College	None required	None required	(MC 10 s. 2013-CAT II)	N/A	Isabela Police Provincial Office
12	ADMINISTRATIVE AIDE IV (Communication Equipment Operator I)	ADA4-238-2013	4	14993	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	(MC 10 s. 2013- Cat. II)	N/A	Isabela Police Provincial Office
13	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-373-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s 1996-Cat. 1) First Level Eligibility	N/A	Angadanan MPS, Isabela Police Provincial Office
14	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	ADAS3-206-2013	9	20340	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	Four (4) hours relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) MC 11, s 1996-Cat. 1) First Level Eligibility	N/A	Cauayan City PS, Isabela Police Provincial Office

15	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-396-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Gamu MPS, Isabela Police Provincial Office
16	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-410-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Palanan MPS, Isabela Police Provincial Office
17	ADMINISTRATIVE AIDE IV (Communication Equipment Operator I)	ADA4-261-2013	4	14993	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	(MC 10 s. 2013- Cat. II)	N/A	Quirino MPS, Isabela Police Provincial Office
18	ADMINISTRATIVE AIDE IV (Communication Equipment Operator I)	ADA4-267-2013	4	14993	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	(MC 10 s. 2013- Cat. II)	N/A	San Isidro MPS, Isabela Police Provincial Office
19	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-434-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	San Pablo MPS, Isabela Police Provincial Office
20	ADMINISTRATIVE AIDE IV (Clerk II)	ADA4-569-2005	4	14993	Completion of two (2) years in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Quirino Police Provincial Office
21	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-480-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Nagtipunan MPS, Quirino Police Provincial Office
22	FINGERPRINT EXAMINER II	FPTEX2-133-1998	9	20340	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	Four (4) hours relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Nueva Vizcaya Police Provincial Office
23	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-442-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Alfonso Castañeda MPS, Nueva Vizcaya Police Provincial Office

24	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-467-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Solano MPS, Nueva Vizcaya Police Provincial Office
25	ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ADAS1-303-2013	7	17899	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	Career Service (Sub-Professional) MC 11, s. 1996-Cat. 1) First Level Eligibility	N/A	Itbayat MPS, Batanes Police Provincial Office
26	ADMINISTRATIVE AIDE IV (Communication Equipment Operator I)	ADA4-298-2013	4	14993	Completion of two (2) years in College or High School Graduate with relevant vocational course/trade course	None required	None required	(MC 10 s. 2013-Cat. II)	N/A	Police Station 1, Santiago City Police Office

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 July 11, 2022.

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](http://www.csc.gov.ph);
2. Application letter specifying the position/location being applied for;
3. Performance rating in the present position for one (1) year;
4. Duly authenticated photocopy of certificate of eligibility/rating/license;
5. Duly authenticated photocopy of Transcript of Records;
6. Certificate of Trainings/Seminars attended;
7. Awards/Commendations related to performance of work;
8. Duty status with non-pending case from DLOS; and
9. NBI Clearance

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

**NUP IMELDA T PASCUA**  
 NUP Supervisor  
 PNP PRO2, Camp Adduru, Tuguegarao City, Cagayan

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**