



Republic of the Philippines
 Department of Justice
PAROLE AND PROBATION ADMINISTRATION
 DOJ Agencies Bldg., NIA Road, Diliman
 Quezon City
 Tel. No. : 02-929-14-24 <http://probation.gov.ph>

**NOTICE OF VACANT POSITIONS
 THIRD LEVEL PRESIDENTIAL APPOINTEES**
 As of September 13, 2016

POSITION	MONTHLY SALARY	DIVISION / OFFICE	QUALIFICATION STANDARDS
Director I (SG-25) Level III	Php. 61,971.00	Region I (1), CAR (1), Region VII (1), Region X (1)	<p>Education: Bachelor's Degree in Social Work, Sociology, Psychology, Criminology, Penology, Political Science, Police Administration, or other related fields (P.D. 968)</p> <p>Experience: Three (3) years of supervisory experience</p> <p>Training: None required</p> <p>Eligibility: Career Executive Service Eligibility (CSEE/CES)</p>



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POSITION	MONTHLY SALARY	DIVISION / OFFICE	QUALIFICATION STANDARDS
Director II (SG-26) Level III	Php. 67,690.00	Region IX (1)	<p>Education: Bachelor's Degree in Social Work, Sociology, Psychology, Criminology, Penology, Political Science, Police Administration, or other related fields (P.D. 968)</p> <p>Experience: Three (3) years of supervisory experience</p> <p>Training: None required</p> <p>Eligibility: Career Executive Service Eligibility (CSEE/CES)</p>



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BRIEF DESCRIPTION OF THE GENERAL FUNCTIONS OF THE POSITION

Director I (SG-25) Level III

1. Assists the Regional Director in the supervision of provincial and city Probation Officer, Assistant Probation Officers and Probation Inspectors assigned in the region.
2. Supervises the operation of the local probation office.
3. Formulates programs, procedures, standards, methods and techniques to improve the administrations of the probation system in the region.
4. Provides technical consultation and advise, promotes staff interest and directs the activities of all the Probation Officers, Assistant Probation Officers and Probation Inspectors in the region.
5. Evaluates programs and operations of the region.
6. Perform other related tasks.

Director II (SG-26) Level III

1. Implements laws, policies, programs, rules and regulations of the Administration in the regional areas.
2. Provide economical, efficient and effective probation services to the people in the region.
3. Coordinate with regional officers of the other Departments, Bureaus, and agencies in the area.
4. Coordinate with local units in the area.
5. Perform such other functions as maybe provided by the law or maybe assigned to him by the Administrator.



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REQUIRED DOCUMENTS:

Interested and qualified applicant should signify interest in writing. Submit the following documents **not later than October 21, 2016**.

1. Application letter (specifying the position applied for and its date of application).
2. Four (4) copies of fully accomplished Personal Data Sheet (CSC Form 212 Revised 2005) with recent passport size picture.
3. Certified photocopy of the OPCR/CESPES Rating for the last two semesters preceding this publication.
4. Photocopy of training certificates.

SEND TO:

MANUEL G. CO, CESO I
Administrator

NOTE: ONLY APPLICANTS WITH COMPLETE REQUIREMENTS WILL BE SCREENED.

MANUEL G. CO, CESO I
Administrator

40 years of engineering Performance, Professionalism and Accountability