

Republic of the Philippines  
PAROLE AND PROBATION ADMINISTRATION  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Parole and Probation Administration in the CSC website:

MANUEL G. CO, CESO I  
Administrator  
Date: October 18, 2017

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Clerk II)	PPAB-ADA4-38-2005	4	Php. 145,860.00	Completion of two-year studies in college	None required	None required	Career Service Sub-Professional or First Level Eligibility		Case Management and Records Division
2	Administrative Aide VI (Clerk III)	PPAB-ADA6-139-2013	6	Php. 166,212.00	Completion of two-year studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional or First Level Eligibility		Administrative Division
3	Administrative Aide VI (Clerk III)	PPAB-ADA6-141-2013	6	Php. 166,212.00	Completion of two-year studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Sub-Professional or First Level Eligibility		Administrative Division

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 November 3, 2017.

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. Performance rating in the present position for one (1) year (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:

MANUEL G. CO, CESO I  
Administrator  
Parole and Probation Administration  
DOJ Agencies Bldg., NIA Rd. cor. East Ave., Diliman, Quezon City  
ppaco.personnel@gmail.com

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