

Republic of the Philippines  
Bureau of Fire Protection - National Headquarters  
Request for Publication of Vacant Positions

To: Department of the Interior and Local Government (DILG)

This is to request the publication of the following vacant positions of Bureau of Fire Protection - National Headquarters in the DILG website:

**DIRECTOR LEONARD R BAÑAGO, DSC**

(Head of Agency)

Date: 11-Apr-18

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 VI (Clerk III)	BFPB-ADA6-5-2013	6	P 166, 212.00	Completion of two (2) years studies in college	Four (4) hours relevant training	One (1) year relevant experience	CSC Eligibility (Sub-Prof/First Level)		BFP-NCR

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 23 April 2018.

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:

**SSUPT ROMEL C TRADIO**  
Director for Human Resource Development  
Agham Road, Brgy. Bagong Pag-asa, Quezon City  
[rssbfpnhg10@yahoo.com.ph](mailto:rssbfpnhg10@yahoo.com.ph)

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