

Republic of the Philippines
NATIONAL PRINTING OFFICE
Request for Publication of Vacant Positions

Date of Publication

Electronic copy to be submitted to the CSC FO must be in MS Excel format

15 MAY 2024

To: CIVIL SERVICE COMMISSION (CSC)

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

CSC – FO of the President

JEAN PAUL C. MELEGRITO

HRMO

Date:

May 15, 2024

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	ASSISTANT SUPERINTENDENT OF PRINTING	NPOB-ASPR-1-1998	25	PhP102,690.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours* of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	Career Service (Professional) - Second Level Eligibility		OFFICE OF THE DIRECTOR
2	ADMINISTRATIVE OFFICER V	NPOB-ADOF5-10-2005	18	PhP46,725.00	Bachelor's degree relevant to the job	8 hours of training in management and supervision	2 years in position/s involving management and supervision	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
3	ADMINISTRATIVE OFFICER I	NPOB-ADOF1-4-2009	10	PhP23,176.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
4	ADMINISTRATIVE OFFICER V	NPOB-ADOF5-3-2009	18	PhP46,725.00	Bachelor's degree relevant to the job	8 hours of training in management and supervision	2 years in position/s involving management and supervision	Career Service (Professional) - Second Level Eligibility		FINANCIAL AND MANAGEMENT DIVISION
5	CREDIT OFFICER II	NPOB-CROF2-2-1998	11	PhP27,000.00	Bachelor's degree	None required	None required	Career Service (Professional) - Second Level Eligibility		FINANCIAL AND MANAGEMENT DIVISION
6	ADMINISTRATIVE ASSISTANT II	NPOB-ADAS2-20-2009	8	PhP19,744.00	Completion of two (2) years studies in college or High School Graduate with relevant vocation/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional - First Level Eligibility		FINANCIAL AND MANAGEMENT DIVISION
7	REPRODUCTION MACHINE OPERATOR III	NPOB-RMO3-24-2009	7	PhP18,620.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINANCIAL AND MANAGEMENT DIVISION
8	SALES AND PROMOTION SUPERVISOR I	NPOB-SPS1-2-2010	10	PhP23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) - Second Level Eligibility		SALES AND MARKETING DIVISION

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	PRINTING ORDER WRITER II	NPOB-POW2-1-1998	8	PhP19,744.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional - First Level Eligibility		PRODUCTION PLANNING & CONTROL DIVISION
10	SUPERVISING PHOTOENGRAVER	NPOB-SVPH-14-1998	16	PhP39,672.00	High School Graduate or completion of relevant vocational/trade course	24 hours of relevant training	4 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		COMPOSING DIVISION
11	SUPERVISING PHOTOENGRAVER	NPOB-SVPH-9-1998	16	PhP39,672.00	High School Graduate or completion of relevant vocational/trade course	24 hours of relevant training	4 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		PHOTOLITHOGRAPHIC DIVISION
12	HEAD PRESSMAN	NPOB-HPMAN-1-1998	13	PhP31,320.00	High School Graduate	16 hours of relevant training	3 years of relevant experience	Pressman (MC no. 10, s. 2013 Cat II)		PRESS DIVISION
13	SUPERVISING BOOKBINDER	NPOB-SVBB-14-1998	16	PhP39,672.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
14	BOOKBINDER II	NPOB-BB2-1-1998	4	PhP15,586.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
15	MECHANIC II	NPOB-MECH2-3-1998	6	PhP17,553.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (less than 250 volts) (MC 10, s. 2013, Cat II)		ENGINEERING DIVISION

Interested and qualified applicants should signify their interest in writing. (application letter stating specific position with salary grade and specific place of assignment) Attach the following documents to the application letter and send to the address below not later than **May 28, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture taken within 3 months prior to the submission of application (CS Form No. 212, Revised 2017) notarized within the posting/filing period (refer to Guide of Filling Out of the Personal Data Sheet or CSC MC No. 16, s3 2017) which can be downloaded at www.csc.gov.ph;
2. Signed Work Experience Sheet (CSC Form No. 212 - as Attachment to PDS) (if applicable)
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of authenticated certificate of eligibility/rating/license
5. Photocopy of Transcript of Records; and
6. Photocopy of Certificate/s of Training/Seminar relevant to the position applied for.

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

JEAN PAUL C. MELEGRITO

CHIEF, HRM

EDSA COR NIA NORTH, DILIMAN, QUEZON CITY

npo.hrm@npo.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS AND MULTIPLE APPLICATIONS OF APPLICANTS ON DIFFERENT POSITIONS SHALL NOT BE ENTERTAINED.