

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

Date of Publication

07 JAN 2025
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Human Resources Specialist

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

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 - FC of the President
JEAN PAUL C. MELEGRITO
HRMO

Date: January 07, 2025

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	PhP111,727.00	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-ADOF5-11-2005	18	PhP51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
3	ADMINISTRATIVE OFFICER IV	NPOB-ADOF4-16-2005	15	PhP40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
4	COMPUTER MAINTENACE TECHNOLOGIST II	NPOB-CTMT2-7-2009	15	PhP40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
5	ADMINISTRATIVE OFFICER III	NPOB-ADOF3-19-2005	14	PhP37,024.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
6	ADMINISTRATIVE ASSISTANT V	NPOB-ADAS5-22-2005	11	PhP30,024.00	Completion of two (2) years studies in college or High School Graduate with relevant vocation/trade course	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional - First Level Eligibility		ADMINISTRATIVE DIVISION

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7	ADMINISTRATIVE OFFICER II	NPOB-ADOF2-3-2009	11	PhP30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
8	ADMINISTRATIVE OFFICER I	NPOB-ADOF1-5-2009	10	PhP25,586.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
9	ADMINISTRATIVE OFFICER I	NPOB-ADOF1-6-2009	10	PhP25,586.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
10	ADMINISTRATIVE ASSISTANT II	NPOB-ADAS2-18-2009	8	PhP21,448.00	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		ADMINISTRATIVE DIVISION
11	ADMINISTRATIVE AIDE IV	NPOB-ADA4-5-2005	4	PhP16,833.00	Completion of two (2) years studies in college or High School Graduate with relevant vocation/trade course	None required	None required	Career Service Sub-Professional - First Level Eligibility		ADMINISTRATIVE DIVISION
12	ACCOUNTANT III	NPOB-A3-1-1998	19	PhP56,390.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		FINANCIAL AND MANAGEMENT DIVISION
13	CREDIT OFFICER II	NPOB-CROF2-1-1998	11	PhP30,024.00	Bachelor's degree	None required	None required	Career Service (Professional) - Second Level Eligibility		FINANCIAL AND MANAGEMENT DIVISION
14	ADMINISTRATIVE OFFICER II	NPOB-ADOF2-29-2005	11	PhP30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) - Second Level Eligibility		FINANCIAL AND MANAGEMENT DIVISION
15	ADMINISTRATIVE AIDE VI	NPOB-ADA6-14-2005	6	PhP18,957.00	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		FINANCIAL AND MANAGEMENT DIVISION

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16	SALES AND PROMOTION SUPERVISOR III	NPOB-SPS3-1-1998	18	PhP51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) - Second Level Eligibility		SALES AND MARKETING DIVISION
17	SALES AND PROMOTION SUPERVISOR II	NPOB-SPS2-1-1998	14	PhP37,024.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) - Second Level Eligibility		SALES AND MARKETING DIVISION
18	STOREKEEPER III	NPOB-STK3-20-2009	9	PhP23,226.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional - First Level Eligibility		SALES AND MARKETING DIVISION
19	SALES REPRESENTATIVE II	NPOB-SR2-20-2009	8	PhP21,448.00	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		SALES AND MARKETING DIVISION
20	FREIGHT SERVICE FOREMAN	NPOB-FSFM-25-2009	6	PhP18,957.00	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		SALES AND MARKETING DIVISION
21	PRINTING QUALITY CONTROL OFFICER II	NPOB-PQCO2-2-1998	14	PhP37,024.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) - Second Level Eligibility		PRODUCTION PLANNING & CONTROL DIVISION
22	PRINTING ORDER WRITER III	NPOB-POW3-3-1998	11	PhP30,024.00	Completion of two (2) years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional - First Level Eligibility		PRODUCTION PLANNING & CONTROL DIVISION
23	PRINTING QUALITY INSPECTOR III	NPOB-PQI3-20-2009	9	PhP23,226.00	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
24	PRINTING ORDER WRITER II	NPOB-POW2-2-1998	8	PhP21,448.00	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

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25	PRINTING SCHEDULER	NPOB-PSCHED-1-1998	5	PhP17,866.00	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		PRODUCTION PLANNING & CONTROL DIVISION
26	PRINTING SCHEDULER	NPOB-PSCHED-2-1998	5	PhP17,866.00	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		PRODUCTION PLANNING & CONTROL DIVISION
27	CHIEF TYPESETTER	NPOB-CT-8-2009	18	PhP51,304.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	Typesetter (MC 10, s. 2013 Cat II)		COMPOSING DIVISION
28	SUPERVISING PHOTOENGRAVER	NPOB-SVPH-10-1998	16	PhP43,560.00	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)		PHOTOLITHOGRA PHIC DIVISION
29	PHOTOENGRAVER IV	NPOB-PHOEN4-17-1998	11	PhP30,024.00	High School Graduate or completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		PHOTOLITHOGRA PHIC DIVISION
30	SUPERVISING PRESSMAN	NPOB-SVPM-10-1998	16	PhP43,560.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	Pressman (MC no. 10, s. 2013 Cat II)		PRESS DIVISION
31	HEAD PRESSMAN	NPOB-HPMAN-5-1998	13	PhP34,421.00	High School Graduate	16 hours of relevant training	3 years of relevant experience	Pressman (MC no. 10, s. 2013 Cat II)		PRESS DIVISION
32	PRINTING MACHINE OPERATOR IV	NPOB-PMACO4-12-1998	11	PhP30,024.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
33	PRINTING MACHINE OPERATOR IV	NPOB-PMACO4-13-1998	11	PhP30,024.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION

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34	PRINTING MACHINE OPERATOR IV	NPOB-PMACO4-14-2009	11	PhP30,024.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
35	PRINTING MACHINE OPERATOR IV	NPOB-PMACO4-16-1998	11	PhP30,024.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
36	PRINTING MACHINE OPERATOR IV	NPOB-PMACO4-23-1998	11	PhP30,024.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
37	PRINTING MACHINE OPERATOR III	NPOB-PMACO3-3-1998	9	PhP23,226.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
38	PRINTING MACHINE OPERATOR III	NPOB-PMACO3-5-1998	9	PhP23,226.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
39	PRINTING MACHINE OPERATOR III	NPOB-PMACO3-9-1998	9	PhP23,226.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
40	PRINTING MACHINE OPERATOR III	NPOB-PMACO3-32-1998	9	PhP23,226.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
41	PRINTING MACHINE OPERATOR III	NPOB-PMACO3-35-1998	9	PhP23,226.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
42	ADMINISTRATIVE ASSISTANT II	NPOB-ADAS2-17-2009	8	PhP21,448.00	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		PRESS DIVISION

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43	PAPER CUTTING MACHINE OPERATOR III	NPOB-PCMO3-1-1998	8	PhP21,448.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat III)		PRESS DIVISION
44	PAPER CUTTING MACHINE OPERATOR III	NPOB-PCMO3-3-1998	8	PhP21,448.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat III)		PRESS DIVISION
45	PRINTING MACHINE OPERATOR II	NPOB-PMACO2-7-1998	6	PhP18,957.00	High School Graduate	None required	None required	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
46	PRINTING MACHINE OPERATOR II	NPOB-PMACO2-8-1998	6	PhP18,957.00	High School Graduate	None required	None required	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
47	PRINTING MACHINE OPERATOR II	NPOB-PMACO2-12-1998	6	PhP18,957.00	High School Graduate	None required	None required	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
48	PRINTING MACHINE OPERATOR II	NPOB-PMACO2-23-1998	6	PhP18,957.00	High School Graduate	None required	None required	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
49	PRINTING MACHINE OPERATOR II	NPOB-PMACO2-28-1998	6	PhP18,957.00	High School Graduate	None required	None required	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
50	PRINTING MACHINE OPERATOR II	NPOB-PMACO2-30-1998	6	PhP18,957.00	High School Graduate	None required	None required	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
51	SUPERVISING BOOKBINDER	NPOB-SVBB-14-1998	16	PhP43,560.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION

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52	BOOKBINDER IV	NPOB-BB4-2-1998	10	PhP25,586.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
53	BOOKBINDER IV	NPOB-BB4-3-1998	10	PhP25,586.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
54	BOOKBINDER IV	NPOB-BB4-6-1998	10	PhP25,586.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
55	BOOKBINDER IV	NPOB-BB4-12-1998	10	PhP25,586.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
56	BOOKBINDER IV	NPOB-BB4-22-1998	10	PhP25,586.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
57	BOOKBINDER III	NPOB-BB3-2-1998	7	PhP20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
58	BOOKBINDER III	NPOB-BB3-3-1998	7	PhP20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
59	BOOKBINDER III	NPOB-BB3-5-1998	7	PhP20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
60	BOOKBINDER III	NPOB-BB3-48-1998	7	PhP20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION

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61	BOOKBINDER III	NPOB-BB3-49-1998	7	PhP20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
62	BOOKBINDER III	NPOB-BB3-50-1998	7	PhP20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
63	BOOKBINDER III	NPOB-BB3-62-1998	7	PhP20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
64	BOOKBINDER II	NPOB-BB2-13-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
65	BOOKBINDER II	NPOB-BB2-27-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
66	BOOKBINDER II	NPOB-BB2-29-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
67	BOOKBINDER II	NPOB-BB2-43-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
68	BOOKBINDER II	NPOB-BB2-60-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
69	BOOKBINDER II	NPOB-BB2-67-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION

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70	BOOKBINDER II	NPOB-BB2-69-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
71	MECHANICAL SHOP GENERAL FOREMAN	NPOB-MSGF-9-2009	13	PhP34,421.00	High School Graduate or completion of relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Mechanic (MC 11, s. 96 - Cat II)		ENGINEERING DIVISION
72	MECHANIC II	NPOB-MECH2-2-1998	6	PhP18,957.00	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 **January 17, 2025**.

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
hrm.rsp@npo.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.