

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

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be in MS Excel format

*[Signature]*  
JUAN V. CAYULO JR.  
Senior Human Resource Specialist

17 JUN 2025

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:

*[Signature]*  
**JANNAH GHELLYN S. MATOTO**

HRMO

Date: June 11, 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	ADMINISTRATIVE OFFICER III	NPOB-ADOF3-18-2005	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
2	ADMINISTRATIVE OFFICER II	NPOB-ADOF2-24-2005	11	PhP30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
3	ADMINISTRATIVE ASSISTANT III (CREDIT OFFICER I)	NPOB-ADAS3-2-2005	9	PhP23,226.00	Bachelor's Degree	None required	None required	Career Service (Professional) - Second Level Eligibility		ADMINISTRATIVE DIVISION
4	ADMINISTRATIVE ASSISTANT III	NPOB-ADAS3-2-2009	9	PhP23,226.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional - First Level Eligibility		ADMINISTRATIVE DIVISION
5	ADMINISTRATIVE ASSISTANT III	NPOB-ADAS3-7-2009	9	PhP23,226.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional - First Level Eligibility		ADMINISTRATIVE DIVISION
6	ADMINISTRATIVE ASSISTANT III	NPOB-ADAS3-8-2009	9	PhP23,226.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional - First Level Eligibility		ADMINISTRATIVE DIVISION
7	ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCE MANAGEMENT ASSISTANT)	NPOB-ADAS2-4-2005	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		ADMINISTRATIVE DIVISION
8	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



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9	ADMINISTRATIVE OFFICER IV	NPOB-ADOF4-20-2005	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		FINANCIAL AND MANAGEMENT DIVISION
10	ADMINISTRATIVE OFFICER II	NPOB-ADOF2-1-2010	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
11	ADMINISTRATIVE OFFICER II	NPOB-ADOF2-4-2009	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
12	SALES AND PROMOTION SUPERVISOR II	NPOB-SPS2-11-2009	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
13	STOREKEEPER III	NPOB-STK3-19-2009	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
14	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
15	PRINTING QUALITY CONTROL OFFICER II	NPOB-PQCO2-3-1998	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
16	PRINTING QUALITY CONTROL OFFICER I	NPOB-PQCO1-1-1998	10	PhP25,586.00	Bachelor's Degree	None required	None required	Career Service (Professional) - Second Level Eligibility		PRODUCTION PLANNING & CONTROL DIVISION
17	PRINTING QUALITY INSPECTOR III	NPOB-PQI3-19-2009	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
18	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
19	PRINTING ORDER WRITER II	NPOB-POW2-19-2009	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		PRODUCTION PLANNING & CONTROL DIVISION



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20	PUBLICATION PRODUCTION CHIEF	NPOB-PPC-2-1998	18	PhP51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) - Second Level Eligibility		COMPOSING DIVISION
21	SUPERVISING PHOTOENGRAVER	NPOB-SVPH-14-1998	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)		COMPOSING DIVISION
22	SUPERVISING PHOTOENGRAVER	NPOB-SVPH-16-1998	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)		COMPOSING DIVISION
23	SUPERVISING TYPESETTER	NPOB-SVT-4-1998	16	PhP43,560.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	Typesetter (MC 10, s. 2013 Cat II)		COMPOSING DIVISION
24	PHOTOENGRAVER IV	NPOB-PHOEN4-1-1998	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)		COMPOSING DIVISION
25	TYPESETTER IV	NPOB-TYPS4-1-1998	11	PhP30,024.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Typesetter (MC 10, s. 2013 Cat II)		COMPOSING DIVISION
26	COPY READER	NPOB-CPYR-6-1998	7	PhP20,110.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional - First Level Eligibility		COMPOSING DIVISION
27	COPY READER	NPOB-CPYR-9-1998	7	PhP20,110.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional - First Level Eligibility		COMPOSING DIVISION
28	COPY READER	NPOB-CPYR-10-1998	7	PhP20,110.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional - First Level Eligibility		COMPOSING DIVISION
29	PROOFREADER II	NPOB-PROOF2-1-1998	6	PhP18,957.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional - First Level Eligibility		COMPOSING DIVISION
30	TYPESETTER II	NPOB-TYPS2-1-1998	6	PhP18,957.00	High School Graduate	None required	None required	Typesetter (MC 10, s. 2013 Cat II)		COMPOSING DIVISION



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31	PHOTOENGRAVER II	NPOB-PHOEN2-1-1998	6	PhP18,957.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 - Cat III)		COMPOSING DIVISION
32	SUPERVISING PHOTOENGRAVER	NPOB-SVPH-6-1998	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)		PHOTOLITHOGRAPHIC DIVISION
33	PHOTOENGRAVER IV	NPOB-PHOEN4-6-1998	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)		PHOTOLITHOGRAPHIC DIVISION
34	PHOTOENGRAVER IV	NPOB-PHOEN4-7-1998	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)		PHOTOLITHOGRAPHIC DIVISION
35	PHOTOENGRAVER III	NPOB-PHOEN3-22-2009	9	PhP23,226.00	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat III)		PHOTOLITHOGRAPHIC DIVISION
36	PHOTOENGRAVER III	NPOB-PHOEN3-23-2009	9	PhP23,226.00	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat III)		PHOTOLITHOGRAPHIC DIVISION
37	PHOTOENGRAVER II	NPOB-PHOEN2-7-1998	6	PhP18,957.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 10, s. 2013 - Cat III)		PHOTOLITHOGRAPHIC DIVISION
38	PRINTING OPERATIONS CHIEF	NPOB-POC-3-1998	24	PhP98,185.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service (Professional) - Second Level Eligibility		PRESS DIVISION
39	HEAD PRESSMAN	NPOB-HPMAN-4-1998	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
40	PRINTING MACHINE OPERATOR IV	NPOB-PMAC04-8-1998	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
41	PRINTING MACHINE OPERATOR IV	NPOB-PMAC04-16-2009	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



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42	PRINTING MACHINE OPERATOR III	NPOB-PMACO3-4-1998	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
43	PRINTING MACHINE OPERATOR III	NPOB-PMACO3-11-1998	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
44	ADMINISTRATIVE ASSISTANT II	NPOB-ADAS2-19-2009	8	PhP21,448.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional - First Level Eligibility		PRESS DIVISION
45	PRINTING MACHINE OPERATOR II	NPOB-PMACO2-4-1998	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-PMACO2-8-2009	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-PMACO2-11-1998	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-PMACO2-14-1998	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-PMACO2-18-1998	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-PMACO2-29-1998	6	PhP18,957.00	High School Graduate	None required	None required	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
51	PRINTING MACHINE OPERATOR II	NPOB-PMACO2-32-1998	6	PhP18,957.00	High School Graduate	None required	None required	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION
52	PRINTING MACHINE OPERATOR II	NPOB-PMACO2-33-1998	6	PhP18,957.00	High School Graduate	None required	None required	Printing Machine Operator (MC no.10, s. 2013 Cat II)		PRESS DIVISION

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53	BOOKBINDER IV	NPOB-BB4-21-1998	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-BB4-26-1998	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	ADMINISTRATIVE ASSISTANT III	NPOB-ADAS3-5-2009	9	PhP23,226.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional - First Level Eligibility		FINISHING DIVISION
56	BOOKBINDER III	NPOB-BB3-6-1998	7	PhP20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
57	BOOKBINDER III	NPOB-BB3-12-1998	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-BB3-14-1998	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-BB3-16-1998	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-BB3-18-1998	7	PhP20,110.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
61	PAPER CUTTING MACHINE OPERATOR II	NPOB-PCMO2-8-1998	5	PhP17,866.00	High School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
62	BOOKBINDER II	NPOB-BB2-2-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
63	BOOKBINDER II	NPOB-BB2-16-1998	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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64	BOOKBINDER II	NPOB-BB2-18-1998	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-BB2-25-1998	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-BB2-41-1998	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-BB2-42-1998	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-BB2-55-1998	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-BB2-66-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
70	BOOKBINDER II	NPOB-BB2-70-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
71	BOOKBINDER II	NPOB-BB2-72-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
72	BOOKBINDER II	NPOB-BB2-79-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
73	BOOKBINDER II	NPOB-BB2-92-1998	4	PhP16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat III)		FINISHING DIVISION
74	BOOKBINDER II	NPOB-BB2-94-1998	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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75	MECHANICAL SHOP FOREMAN	NPOB-MSF-10-2009	11	PhP30,024.00	High School Graduate or completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Mechanic (Automotive Servicing) (MC 10, s. 2013 - Cat II)		ENGINEERING DIVISION
76	MECHANIC III	NPOB-MECH3-11-1998	9	PhP23,226.00	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (Automotive Servicing) (MC 10, s. 2013 - Cat II)		ENGINEERING DIVISION
77	CARPENTER FOREMAN	NPOB-CPF-1-1998	8	PhP21,448.00	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Carpenter (MC 10, s. 2013 - Cat II)		ENGINEERING DIVISION
78	ELECTRICIAN II	NPOB-ELEC2-4-1998	6	PhP18,957.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013 - Cat II)		ENGINEERING DIVISION

Interested and qualified applicants should signify their interest in writing. (application letter stating specific position with plantilla item number and salary grade; specific place of assignment) Attach the following documents to the application letter and send to the address below not later than **June 23, 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](http://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:

**JANNAH GHELLYN S. MATOTO**  
 CHIEF, HRM  
 EDSA COR NIA NORTH, DILIMAN, QUEZON CITY  
[hrm.rsp@npo.gov.ph](mailto:hrm.rsp@npo.gov.ph)

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