

[NPO NOTICE OF VACANCY, April 09, 2012]

(Director's Office)

1) Region 13:

Agency: National Printing

Office Position: Legal Officer IV; Item No. NPOB-ATY4-1; SG 23;

Qualification Standards: Bachelor of Law;

Experience: 1 year of relevant experience

Training: 4 hours of relevant training;

Eligibility: RA 1080

(Administrative Division)

2) Region 13: *Agency:*

National Printing Office

Position: Administrative Aide IV; Item No. NPOB-ADA4-5-2005; SG 4;

Qualification Standards: Completion of two years studies in college or High School graduate with relevant vocational/trade course;

Experience: None required;

Training: None required;

Eligibility: CS-Sub Professional

(Financial and Management Division)

3) Region 13:

Agency: National Printing Office

Position: Administrative Officer V; Item No. NPOB-ADOF5-14-2005; SG 18;

Qualification Standards: Bachelor's Degree relevant to the job;

Experience: 2 years of relevant experience;

Training: 8 hours of relevant training;

Eligibility: CS Professional

4) Region 13:

Agency: National Printing Office

Position: Credit Officer II; Item No. NPOB-CROF2-1-1998; SG 11

Qualification Standards: Bachelor's Degree relevant to the job;

Experience: None required

Training: None required

Eligibility: CS Professional

5) Region 13:

Agency: National Printing Office

Position: Administrative Aide VI; Item No. NPOB-ADA6-14-2005; SG 6;

Qualification Standards: Completion of two-year studies in college or High School Graduate with relevant vocational/trade course;

Experience: 1 year of relevant experience;

Training: 4 hours of relevant training;

Eligibility: CS Sub-Professional

(Production Planning and Control Division)

- 6) Region 13:
Agency: National Printing Office
Position: Production Planning and Control Officer V; Item No. NPOB-PPCO5-1-1998; SG 24;
Qualification Standards: Master's Degree;
Experience: 4 years in position/s involving management and supervision;
Training: 24 hours of relevant training in management and supervision;
Eligibility: CS Professional
- 7) Region 13:
Agency: National Printing Office
Position: Production Planning and Control Officer IV; Item No. NPOB-PPCO4-2-1998; SG 22;
Qualification Standards: Bachelor's Degree relevant to the job;
Experience: 3 years of relevant experience;
Training: 16 hours of relevant training;
Eligibility: CS Professional
- 8) Region 13:
Agency: National Printing Office
Position: Printing Quality Control Officer II; Item No. NPOB-PQCO2-2-1998; SG 14;
Qualification Standards: Bachelor's Degree;
Experience: 1 year of relevant experience;
Training: 4 hours of relevant training;
Eligibility: CS Professional

(Sales and Marketing Division)

- 9) Region 13:
Agency: National Printing Office
Position: Sales and Promotion Supervisor IV; Item No. NPOB-SPS4-1-1998; SG 22;
Qualification Standards: Bachelor's Degree;
Experience: 3 years of experience;
Training: 16 hours of relevant training;
Eligibility: CS Professional.
- 10) Region 13:
Agency: National Printing Office
Position: Driver Courier II; Item No. NPOB-DRC2-22 and DRC2-23-2009; SG 6;
Qualification Standards: Elementary School Graduate
Experience: None required;
Training: None required;
Eligibility: Drivers License (MC 11, s. 96-Cat. II)

(Composing Division)

- 11) Region 13:
Agency: National Printing Office
Position: Supervising Photoengraver, Item No. NPOB-SVPH-16; SG 16;

Qualification Standards: High School Graduate or Completion of relevant vocational/trade course.

Experience: 4 years of relevant experience.

Training: 24 hours of relevant training.

Eligibility: None required (MC 11 s 9 - Cat. III).

12) Region 13:

Agency: National Printing Office

Position: Typesetter IV; Item No. NPOB-TYPS4-6-1998; SG 11;

Qualification Standards: High School Graduate;

Experience: 2 years of relevant experience

Training: 8 hours of relevant training

Eligibility: Typesetter (MC No. 3, s 2008 - Cat. II).

13) Region 13:

Agency: National Printing Office

Position: Typesetter III; Item No. NPOB-TYPS3-19-1998; SG 9;

Qualification Standards: High School graduate;

Experience: 1 year of relevant experience;

Training: 4 hours of relevant training;

Eligibility: Typesetter (MC No. 3, s. 9, Cat. II).

14) Region 13:

Agency: National Printing Office

Position: Photoengraver II; Item No. NPOB-PHOEN, 2-1, 2-3 and 2-4; SG 6;

Qualification Standards: High School graduate;

Experience: None required;

Training: None required;

Eligibility: MC 11, S. 96-Cat. III.

(Photolithographic Division)

15) Region 13:

Agency: National Printing Office

Position: Administrative Assistant VI; Item No. NPOB-ADAS6-20-1999; SG 12;

Qualification Standards: Completion of two-year studies in college or High School graduate with relevant vocational/trade course;

Experience: 2 years of relevant experience;

Training: 8 hours of relevant training;

Eligibility: CS Sub-Professional.

16) Region 13:

Agency: National Printing Office

Position: Photoengraver IV; Item No. NPOB-PHOEN4-5-1998; SG 11;

Qualification Standards: High School graduate or completion of relevant vocational/trade course;

Experience: 2 years of relevant experience;

Training: 8 hours of relevant training;

Eligibility: None required (MC II, s. 96, Cat. III).

17) Region 13: