



Republic of the Philippines
 Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
 Cordillera Administrative Region
 #0001 Reyes Bldg., Kadmangan Marcos Highway
 Upper Poblacion, Tuba, Benguet
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 COMMET - ORD
 JUL 21 2016
 FOR ROSELIE NEAMA
 1610H - [Signature]

MEMORANDUM

FOR/TO : All PFMs, MFMs and CFMs
 BFP-CAR

SUBJECT : Conduct of Promotion of Non-Officer Rank CY 2016

DATE : 18 July 2016

- Reference: Memorandum dated 14 July 2016 signed by **SSUPT CARLITO B OCEÑA, DSC, Director for Personnel** re: Authority to Fill-up Vacancies
- As per reference above, the following vacancies below are hereby announced:

Rank	Vacancies	Anticipated Vacancy
SFO4	3	0
SFO3	2	3
SFO2	1	5
SFO1	6	6
FO3	0	12
FO2	0	12

- Be informed of the minimum Qualification Standard (QS) duly approved by the Civil Service Commission (Education, Eligibility, Training and Work Experience) pursuant to CSC Resolution No. 041366 dated 07 December 2004 and Implementing Rules and Regulations of Republic Act 9592 dated 24 May 2010.
- In this regard, notify and advise all interested and qualified personnel in your AOR to submit to the **Office of the Admin. Division, Regional Office NLT 08 August 2016**, one (1) set of folder containing the following documents for initial evaluation.
 - Two (2) copies of updated & duly accomplished Handwritten Personal Data Sheet (CSC Form 212) with recent 3.5cm x 4.5cm (passport size) with full name tag ID photo.

[Signature]

- b. One (1) copy of Transcript of records and Diploma (duly authenticated by school registrar/appropriate authenticating officer of the issuing school/college/university)
 - c. One (1) copy of Certificate of Appropriate Eligibility (duly authenticated by the appropriate authenticating officer of the PRC/CSC/NAPOLCOM)
 - d. One (1) copy of Latest Approved Appointment
 - e. One (1) copy of updated Service Record
 - f. Certificate of Appropriate Mandatory Training and Seminars (*Present Rank/Position*)
 - g. Medals/Awards/Commendations (*Present Rank/Position*)
 - h. One (1) copy of Individual Performance Commitment and Review (IPCR- *January to June and July to December 2015*)
 - i. Regional IAS Clearance
5. In addition, kindly advise interested and qualified personnel to have their requirements from letter d to h to be atleast authenticated by their Provincial, Municipal or City Fire Marshals for a speedy process of promotion.
6. Furthermore, schedule of activities for the conduct of promotion process CY 2016 will be announced later.
7. For information and widest dissemination.


MARIA SOFIA B MENDOZA, MPA
SSUPT (DSC) BFP
Regional Director