



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
**CORDILLERA ADMINISTRATIVE REGION**  
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**MEMORANDUM**

**TO:** All PFMs, MFMs and CFMs  
BFP-CAR

**SUBJECT:** Conduct of Non-Officer Ranks Promotion CY 2018

**DATE:** 23 August 2018

1. Reference: Memorandum dated 15 August 2018 signed by **DIRECTOR LEONARD R BAÑAGO, Chief BFP** re: Authority to Fill-up Vacancies and Clearance to use vacated item numbers
2. As per reference above, be informed of the following actual vacancies and distribution of ranks for Non-Officer Ranks promotion;

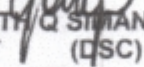
Rank	Actual Vacancies	Anticipated Vacancy	Total
SFO4	4		4
SFO3	5	4	9
SFO2	4	9	13
SFO1	47	12	59
FO3	0	59	59
FO2	1	59	60

3. Be informed of the minimum Qualification Standard (QS) duly approved by the Civil Service Commission (Education, Eligibility, Training and Work Experience) Memorandum Circular No. 24, s. 2017 entitled 2017 Omnibus Rules on Appointments and Other Human Resource Actions, the Bureau of Fire Protection (BFP) and the approved Merit and Selection Plan (MSP) dated 30 April 2018.
4. In this regard, notify and advise *all interested and qualified personnel* in your AOR to submit at the **Office of the Administrative Division, Regional Office** from **28 August to 5 September 2018**, one (1) set of folder containing the following documents for initial *evaluation following the color coding per province*, to wit;

Abra- Yellow  
Apayao- Blue  
Benguet- Green  
Ifugao- Orange

Kalinga- Red  
Mt. Province- Violet  
ORD- Brown

- a. One (1) copy of updated & duly accomplished Computerized Personal Data Sheet (CSC Form 212 Revised 2017) with recent 3.5cm x 4.5cm (passport size).
  - b. One (1) copy of Transcript of records and Diploma (**clear photocopy of authenticated document**)
  - c. One (1) copy of Certificate of Appropriate Eligibility (**clear photocopy of authenticated document**)
  - d. One (1) copy of Latest Approved Appointment (**duly authenticated**)
  - 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- *July to December 2017 and January to June 2018*) (**duly authenticated**)
  - 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 and **see to it that all applicants for promotion must have a personal copy of their promotion folders.\*Note:Incomplete and not authenticated requirements shall strictly not be accepted and Promotion folders submitted after the deadline shall not be accepted. Moreover, to those who will be sending their folders through mail, kindly check for completeness before sending.**
6. For information and widest dissemination.

  
LILIBETH Q. SIMANGAN, MBA  
SSUPT (DSC) BFP  
Regional Director, BFP-CAR