



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
National Headquarters



**MEMORANDUM**

**TO:** All Regional Directors, BFP Regions 1-12, ARMM, CAR, CARAGA, NCR and NIR  
Director, National Fire Training Institute (NFTI)  
Officers on Detailed Service (DS)  
Concerned Officers – BFP National Headquarters

**SUBJECT:** OFFICER RANKS REGULAR PROMOTION

**DATE :** 08 August 2016

1. References:
  - a. Memorandum from the OIC, BFP dated 26 July 2016, re: Authority to Fill-up Vacancies;
  - b. Publication of Vacancies posted in the BFP Website dated 29 July 2016.
2. In view of the above references, be informed of the actual and anticipated vacancies for Officer Ranks/positions published in the CSC Bulletin.

RANK/ POSITION	Published Vacant and Anticipated Positions dated 29 July 2016		Total Vacancies
	Actual Vacancies	Anticipated Vacancies	
SUPT	2		2
CINSP	2	2	4
SINSP	-	4	4
INSP	-	4	4
<b>TOTAL</b>	<b>4</b>	<b>10</b>	<b>14</b>

3. In this regard, advise interested and qualified officers/personnel to submit to the Office of the Promotion Section, Career Development Division NLT 18 August 2016 one (1) set of folder containing the following documents:

Original Copy of:

- a. Application Letter
- b. Duly Accomplished Handwritten Personal Data Sheet (CSC Form 212) with recent 3.5 cm by 4.5 cm (passport size) ID photo;

Photocopy of:

- c. Transcript of Records/Diploma/ Certification with itemized grades for Master's Degree (duly authenticated by School Registrar/appropriate authenticating officer of the issuing school/college/university);
- d. Certificate of Eligibility (duly authenticated by the authenticating officer of the PRC/ CSC/ NAPOLCOM);

- e. All Attested/Approved Appointments for the current rank (TEMP and PERM – duly authenticated)
- f. Service Record (duly authenticated);
- g. Certificate of Training and Seminars - Present Rank/Position(duly authenticated);
- h. Medals/ Awards/ Commendations - Present Rank/Position(duly authenticated);
- i. Individual Performance Commitment Review (July to December 2015 and January to June 2016)- Must be signed by the Regional/NHQ PMT Chairperson and Regional Director;
- j. IAS Clearance/Regional IAS Clearance (BFP-NHQ will facilitate/ request for the NHQ IAS Clearance for officers/personnel assigned in the regions); and
- k. Ombudsman Clearance


4. Be guided by the qualification standards for the specific position indicated on the attached publication.

5. Considering that the release of Ombudsman clearance would take some time, be advised that the proof of application would suffice for the meantime.

6. Be reminded that folders submitted beyond the set deadline will not be accepted. Folders with incomplete documentary requirements will not be forwarded to the PSPB.

7. Officers who have undergone the promotion process from December 2014 to February 2016 but were not selected for promotion need not submit new folders but may update Personal Data Sheet (PDS), service record, IAS and Ombudsman Clearance, IPCR (July-December 2015 and January-June 2016) and other documents such as medals/awards and commendations. However, since their applications have already been more than a year, they shall undergo the new process. Submit the same on or before the aforementioned deadline.

8. For information and widest dissemination.

  
**RODRIGO R ABRAZALDO**  
**CSUPT (DSC) BFPg**  
**Officer-in-Charge, BFP/**  
**Deputy Chief for Administration**

