



Republic of the Philippines
Department of the Interior and Local Government
Bureau of Fire Protection
NATIONAL HEADQUARTERS
Agham Road, Sitio San Roque, Brgy. Bagong Pag-asa, Quezon City



MEMORANDUM

TO: ALL CONCERNED

SUBJECT: RECRUITMENT AND PROMOTION PROCESS FOR NON UNIFORMED PERSONNEL (NUP)

DATE: 20 April 2017

1. References:

- a. Approved Calendar of Activities in the Appointment of Non-Uniformed Personnel (NUP) dated 20 April 2017;
- b. Approved Authority to Fill-up Vacancy dated 20 April 2017; and
- c. Notice of Vacancy, Publication Control No. PS-2017-048 dated 20 April 2017.

2. For purposes of filling-up vacancies for Non-Uniformed Personnel (NUP) in the Bureau of Fire Protection (BFP), the Recruitment and Promotion Process for NUP is hereby announced.

3. Qualified applicants are encouraged to submit their application folders at the Office of the Recruitment and Selection Section, BFP-NHQ, from **20 0800H April 2017 to 02 1700H May 2017**. Application Folder (*long size, green folder with fastener and tabbing*) shall contain the following documentary requirements:

- A. Application Letter;
- B. One (1) Handwritten Personal Data Sheet (PDS) [print entries in the PDS using black ball pen only. Do not use sign pen];
- C. One (1) Authenticated Copy of Transcript of Records and College Diploma;
- D. One (1) Authenticated Copy of Certificate of Eligibility (CSC/PRC);
- E. One (1) Certificate of Live Birth Issued by the National Statistics Office;
- F. One (1) Certificate of Marriage Issued by the National Statistics Office (*for married female applicant only*);
- G. Clearances:
 - i. Barangay Clearance
 - ii. Police Clearance
 - iii. MTC Clearance
 - iv. RTC Clearance
 - v. Mayor's Clearance
 - vi. NBI Clearance

- vii. IAS (NUP Promotion/Organic Personnel only)
- viii. Ombudsman Clearance (Previously employed in government)
- H. Authenticated Copy of Certificate of Training/s (*if applicable*);
- I. Authenticated Copy of Certificate of Employment/Service Record (*if applicable*);
and
- J. Authenticated Copy of Individual Performance Commitment and Review (IPCR)
(January – June 2016 and July – December 2016) duly signed and dated (*for promotion*).

4. For information and widest dissemination.



ROMEL C TRADIO
SSUPT BFP
OIC, Directorate for Personnel