

NPO NOTICE OF VACANCY, April 09, 2012

NPO NOTICE OF VACANCY, April 09, 2012

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/bf838e7b78ba/>

(Director's Office)

1) Region 13:

Agency: National Printing

Office Position: Legal Officer IV; Item No. NP0B-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)

11) (Composing Division)

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:

Agency: National Printing Office

Position: Electrotypist II; Item No. NPOB-ETY2-4; SG 6;

Qualification Standards: High School Graduate

Experience: None Required

Training: None Required

Eligibility: Typesetter (MC No. 3 s. 2008-Cat 11).

18) Region 13:

Agency: National Printing Office

Position: Proofreader II; Item No. NPOB-PROOF2-8-1998; SG 6;

Qualification Standards: Completion of two-years studies in college;

Experience: None required;

Training: None required;

Eligibility: CS Sub-Professional.

(Press Division)

19) Region 13:

Agency: National Printing Office

Position: Printing Operations Assistant Chief; Item No. NPOB-POAC4-1998; SG 22;

Qualification Standards: Bachelors Degree;

Experience: 3 years of relevant experience;

Training: 16 hours of relevant training;

Eligibility: CS Professional.

20) Region 13:

Agency: National Printing Office

Position: Printing Machine Operator IV; Item No. NPOB-PMAC04-18, 4-10-1998; SG 11;

Qualification Standards: High School Graduate;

Experience: 2 years of relevant experience;

Training: 8 hrs of relevant training.

Eligibility: Printing Machine Operator (MC No. 3, s. 2008-Cat. II).

21) Region 13:

Agency: National Printing Office

Position: Printing Machine Operator III; Item No. NPOB-PMCO3-3, 3-7 3-9, 3-11, 3-19; SG 9;

Qualification Standards: High School Graduate.

Experience: 1 year of relevant experience;

Training: 4 hours of relevant training.

Eligibility: Printing Machine Operator (MC No. 3, s. 2008-Cat. II).

22) Region 13:

Agency: National Printing Office

Position: Administrative Assistant II; Item No. NPOB-ADAS2-19; SG 8;

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.

23) Region 13:

Agency: National Printing Office

Position: Printing Machine Operator II; Item No. NPOB-PMACO2-6, 2-8; 2-19, 2-28, 2-30, 2-34; SG 6;

Qualification Standards: High School Graduate;

Experience: None required;

Training: None required;

Eligibility: Printing Machine Operator (MC No. 3, s. 2008 Cat II).

(Finishing Division)

24) Region 13:

Agency: National Printing Office

Position: Bookbinder IV; Item No. NPOB-BB4-27 and BB4-34; SG 10;

Qualification Standards: Elementary School Graduate;

Experience: 2 years of relevant experience;

Training: 8 hours of relevant training;

Eligibility: None required (MC 11, s. 96 - Cat. III).

25) Region 13:

Agency: National Printing Office

Position: Bookbinder III; Item No. NPOB-BB3-2, 3-16, 3-17, 3-18, 3-25, 3-3, 3-40 and 3-55; SG 07;

Qualification Standards: Elementary School Graduate;

Experience: None required;

Training: None required;

Eligibility: None required; (MC 11, s. 96-Cat. III).

26) Region 13:

Agency: National Printing Office

Position: Bookbinder II; Item No. NPOB-BB2-2, 2-29, 2-41 and 2-97; SG 4;

Qualification Standards: Elementary School Graduate;

Experience: None required;

Training: None required;

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

(Engineering Division)

27) Region 13:

Agency: National Printing Office

Position: Printing Plant Maintenance Asst. Chief; Item No. NPOB-PPMAC-8-2009; SG 15;

Qualification Standards: Completion of two year studies in college;

Experience: 3 years of relevant experience;

Training: 16 hours of relevant training;

Eligibility: CS Sub Professional

28) Region 13:

Agency: National Printing Office

Position: Mechanic III; Item No. NPOB-MECH3-2-1998; SG 9;

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

Experience: 1 year of relevant experience;

Training: 4 hours of relevant training;

Eligibility: Mechanic (MC 11, s. 96-Cat. I)

(Sgd.) ROY-LEO C. PABLO

Administrative Officer IV

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.