



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
REGIONAL OFFICE CARAGA
Maharlika Highway, Brgy. Rizal, Surigao City
Hotline Number: 0951 4076 219
Email Add: bfp_caraga@yahoo.com

15 March 2024

MARIA LOISELLA E. LUCINO, CESO V
Regional Director
DILG Region XIII
Purok 1-A, Doongan, Butuan City

Dear Director Lucino:

In line with the authority of the undersigned to appoint Non-Officer Ranks within his jurisdiction and pursuant to the Memorandum from Chief, BFP dated 12 March 2024 re: Authority to Fill-up Vacancies, this office would like to request for the posting on your website and office bulletin the following vacancies, to wit:

POSITION/RANK	NO. OF VACANCIES
Fire Officer 1 (FO1)	10

For your consideration and appropriate action.

FRED L. TRAJERAS JR.
CSUPT (DSC) BFP
Regional Director

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BFPCARAGA-LETTER-ADMIN-MARCH-001





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MEMORANDUM

TO : All Regional Office Staff and Personnel
All PFMs/CFMs/MFMs/Sub-Station Commander

SUBJECT : ANNOUNCEMENT OF HIRING AND SELECTION FOR FIRE
OFFICER 1 (FO1) ATTRITION QUOTA

DATE : March 15, 2024

1. References:

- a. CSC Publication dated 15 March 2024;
- b. Memorandum signed by the Chief, BFP re: Authority to Fill-Up Vacancies dated 12 March 2024;
- c. Memorandum signed by the Chief BFP re: Nationwide Hiring and Selection of Fire Officer 1 (FO1) Attrition Quota.

2. Please be informed that this office is announcing for the hiring/recruitment of **ten (10) slots for Fire Officer 1 (FO1)** to all interested applicants who possess the following general qualification requirements pursuant to Section 4 Rule IV of the IRR of R.A. 9263 provided as follows:

- a. A citizen of the Republic of the Philippines;
- b. A person of good moral character;
- c. Must have passed the neuro-psychiatric evaluation, medical examination and drug test;
- d. Must possess a baccalaureate degree from a recognized institution of learning;
- e. Must possess the appropriate civil service eligibility (*Appropriate civil service eligibility refers to: CSC Fire Officer Exam (FOE); CS Professional; R.A. 1080, P.D. 907; and other 2nd level eligibilities*);
- f. Must not have been dishonorably discharge or dismissed for cause from previous employment;
- g. Must not have been convicted by final judgment of an offense or crime involving moral turpitude;
- h. Must not be less than twenty-one (21) nor more than thirty (30) years of age;
- i. Must be at least one meter and fifty-seven centimeters (1.57m) in height for male, and one meter and fifty-two centimeters (1.52m) for female;



- j. Must weight not more or less than five kilograms (5kgs.) from the standard weight corresponding to his/her height, age and sex.

3. Interested and qualified applicants may proceed to the **BFP Caraga Regional Office, Brgy. Rizal, Surigao City** for the Initial Medical Screening (Age, Height and Weight, BMI, BP, Cardiac Rate, Ishihara Test, Visual Acuity (Snellen's Test), ECG, and SERUM Pregnancy Test) and bring along the application folder (*white folder-with caption "Pertinent Papers for Fire Officer 1 and applicant's name, address, contact number and email address in the lower portion of the folder*) containing the following documentary requirements with Tabbing and submit to this office **Attn: Regional Admin Division NLT APRIL 01, 2024** to wit:

- a. Application Letter indicating the position applied for;
- b. Computerized Personal Data Sheet (use BLUE BALLPEN in affixing signature) (**CS Form 212 Revised 2017**) with **NOTARY PUBLIC** as administering oath;
- c. Work Experience Sheet (CS Form No. 212 Attachment for applicants who filled-in page 2 PDS work experience portion);
- d. Authenticated Service Record (for previous government employees, if any);
- e. Latest Performance Evaluation (for previous government employees);
- f. Authenticated Transcript of Records and Diploma with CAV;
- g. Authenticated copy of Certificate of Eligibility:
 - a) if CSC-authenticated by CSC
 - b) if PRC- photocopy of **NOT EXPIRED ID and CERTIFICATE OF BOARD RATING**, duly authenticated by the PRC
- h. Photocopy of Certificate of Waiver (for applicants with age and/or height deficiency/ies);
- i. PSA Birth Certificate;
- j. PSA Marriage Certificate, Original Copy (*female only, if married*);
- k. Clearances (NBI, Police, Barangay), MTC and RTC (all original copy);
- l. Driver's License (if any, at least unexpired PDL 123 or with NC III Driving);
- m. Photocopy of the following:
 - a. Philhealth Card and MDR Form;
 - b. TIN Card and 2316 Form; and
 - c. PAG-IBIG Card and MDF.

4. ITC, Provincial, City and Municipal Fire Marshals and Sub-Station Commander are directed to disseminate this information within your respective AOR.

5. For widest dissemination and compliance.

FRED L. TRAJERAS JR.
CSUPT (DSC) BFP
Regional Director



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CALENDAR OF ACTIVITIES FOR FO1 HIRING/RECRUITMENT CY 2024 (Attrition Quota)

No.	Activities	Timetable
1	Publication of Vacant Item Numbers CSC and DILG	15 March 2024
2	Announcement of Hiring	15 March 2024
3	<ul style="list-style-type: none"> Acceptance and Initial Screening and Evaluation of Application Folders including Philhealth, Pagibig and Tax Identification Numbers and Forms Initial screening of applicants as to age, height, weight, blood pressure and cardiac rate monitoring, visual acuity and color blindness test. Submission of ECG result and Serum Pregnancy Test result (for females) 	15 March to 01 April 2024
4	Initial Deliberation of RHRMPSB	02 April 2024
5	Posting of the List of Qualified Applicants in the DILG RO and BFP RO websites and official RO FB page	02 April 2024
6	Qualifying Written Examination (QWE)	03 April 2024
7	Checking of Answer Sheets	04 April 2024
8	Posting of Successful Applicants who passed QWE in the DILG RO and BFP RO official websites and official RO FB page	05 April 2024
9	Physical Agility Test (PAT)	06-08 April 2024
10	Posting of Results of PAT in the DILG-RO and BFP-RO official websites and official RO FB page	10 April 2024
11	Panel Interview (PI)	11-13 April 2024
12	Posting of Successful Applicants who passed the Panel Interview in the DILG-RO and BFP-RO official website and official RO FB page	15 April 2024
13	Complete Background Investigation (CBI)	05-14 April 2024
14	Submission of list of applicants who passed the CBI to the RHRMPSB	15 April 2024
15	Posting of Applicants who will proceed for Neuro Psychiatric Examination (NPE) and Drug Test)	16 April 2024
16	Neuro Psychiatric Examination and Drug Test	17-19 April 2024
17	Posting of Successful Applicants who passed the NPE, DT and will proceed to Medical, Dental and Physical Examination	20 April 2024
18	Conduct of Medical, Dental & Physical Examination	21-25 April 2024
19	Submission of successful applicants who passed the Medical, Dental and Physical Examination to RHRMPSB	26 April 2024
20	Posting of Successful Applicants who passed the Medical, Dental and Physical Examination in the DILG-RO and BFP-RO official websites and official RO FB page	26 April 2024
21	Final Deliberation of RHRMPSB	29 April 2024
22	Selection of applicants for issuance of Appointment by the Appointing Authority	30 April 2024
23	Posting of the Final List of Successful Applicants in the DILG-RO and BFP-RO official websites and official RO FB page	02 May 2024
24	Preparation of Appointments and Other Documents	03-15 May 2024
25	Oath-taking Ceremony	16 May 2024
26	Posting of the newly appointed FO1 in the DILG-RO and BFP-RO official websites and official RO FB page	16 May 2024

***Note: In case of change of schedule, prior announcement will be made.

Prepared by:


SINSP MARY ANNE N SENTINTA
 Acting Chief, Regional Admin Division

Verified by:


SSUPT RENEL M BELONIO, DSC
 Assistant Regional Director for Admin

APPROVED/DISAPPROVED:


FRED L TRAJERAS JR
 CSUPT (DSC) BFP
 Regional Director