



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
**NATIONAL HEADQUARTERS**  
 Agham Road, Barangay Bagong Pag-asa, Quezon City  
 Telefax Number: (02) 426-4399  
 Email: [ofcbfp@gmail.com](mailto:ofcbfp@gmail.com)



**MEMORANDUM**

**TO: ALL CONCERNED**  
 BFP National Headquarters, Regional Offices and  
 National Fire Training Institute

**SUBJECT: APPOINTMENT FOR FIRE INSPECTORS THRU LATERAL  
 ENTRY IN THE BUREAU OF FIRE PROTECTION**

**DATE: 25 September 2020**

1. References:

- a. Program of Activities in the Appointment of Fire Inspectors via Lateral Entry in the BFP-NHQ dated 24 August 2020;
- b. Memorandum dated 13 August 2020 re: Authority to Fill-up Vacancies; and
- c. Memorandum dated 11 August 2020 re: Item Numbers for Lateral Entry

2. In this connection, be informed that BFP has the following vacancies to filled-up for the rank of Fire Inspectors thru lateral entry:

Rank	Technical Course/ Comparable Position Title	Qualification Standards (CSC Reso No. 1400235 dated 11 Feb 2014)				Officers Needed	Unit Assignment
		Education	Experience	Training	Eligibility		
Inspector	Dentist	Doctor of Dental Medicine or Surgery	3 years relevant experience or 3 years BFP service	16 hours of relevant training	RA 1080 (Dentist)	1	Health Service, BFP-NHQ
	Psychologist	Masters Degree in Psychology	3 years relevant experience or 3 years BFP service	16 hours of relevant training	RA 1080 (Psychologist)	1	Health Service, BFP-NHQ
	Nurse	Bachelor of Science in Nursing	3 years relevant experience or 3 years BFP service	16 hours of relevant training	RA 1080 (Nurse)	14	Health Service, BFP-NHQ
	Criminologist	Bachelor of Science in Criminology	3 years relevant experience or 3 years BFP service	16 hours of relevant training	RA 1080 (Criminologist)	5	BFP-NHQ
	Chemist	Bachelor of Science in Chemistry	3 years relevant experience or 3 years BFP service	16 hours of relevant training	RA 1080 (Chemist)	4	Fire Laboratory, BFP-NHQ



	Electrical Engineer	Bachelor of Science in Electrical Engineering	3 years relevant experience or 3 years BFP service	16 hours of relevant training	RA 1080 (Electrical Engineer)	7	BFP-NHQ
	Civil Engineer	Bachelor of Science in Civil Engineering	3 years relevant experience or 3 years BFP service	16 hours of relevant training	RA 1080 (Civil Engineer)	4	BFP-NHQ
	Mechanical Engineer	Bachelor of Science in Mechanical Engineering	3 years relevant experience or 3 years BFP service	16 hours of relevant training	RA 1080 (Mechanical Engineer)	8	BFP-NHQ
	Chemical Engineer	Bachelor of Science in Chemical Engineering	3 years relevant experience or 3 years BFP service	16 hours of relevant training	RA 1080 (Chemical Engineer)	6	BFP-NHQ

xxxNothing Followsxxxxxx

3. Applicants must meet the following general qualifications:

- a. A citizen of the Republic of the Philippines;
- b. A person of good moral character;
- c. Must have passed the psychiatric/ psychological, drug and physical tests for the purpose of determining his/her physical and mental health;
- d. Must not have been convicted by final judgement of an offense or crime involving moral turpitude;
- e. Must be at least twenty-one (21) years of age but not more than thirty (30) years old and at least 1.62m for male and 1.57m for female in height.

4. Interested and qualified applicants may submit the following documents, unavailability of an authenticated documents due to the COVID-19 pandemic should submit an Affidavit of Undertaking that they will submit the lacking requirements prior to the Complete Background Investigation (CBI) **NLT 09 October 2020** to **Office of the Recruitment and Selection Section, HRMD, DHRD, BFP-NHQ, Agham Road, Brgy Bagong Pag-asa, Quezon City** with the following color coded folders, to wit:

Position	Folder Color
Dentist	White
Psychiatrist	Brown
Nurse	Yellow
Criminologist	Red
Chemist	Pink
Civil Engineer	Blue
Mechanical Engineer	Violet
Electrical Engineer	Green
Chemical Engineer	Cream

**For Incumbent BFP Personnel:**

- a. Application Letter indicating the specific position;
- b. One (1) Computerized Personal Data Sheet.  
(signed with blue ballpen and duly notarized);
- c. One (1) Authenticated copy of TOR and College Diploma;
- d. One (1) Authenticated copy of Eligibility (RA 1080);
- e. One (1) Authenticated copy of Latest Appointment;



- f. One (1) Authenticated copy of Service Record;
- g. Authenticated copy of awards and commendations;
- h. Authenticated copy of certificate of relevant training/s;
- i. Original copy of Ombudsman and IAS clearances; and
- j. Authenticated copy of duly signed IPCR  
(July to December 2019 and January to June 2020)

**For non-BFP members:**

- a. Application Letter indicating the specific position;
- b. One (1) Computerized Personal Data Sheet.  
(signed with blue ballpen and duly notarized);
- c. One (1) Authenticated copy of TOR and College Diploma;
- d. One (1) Authenticated copy of Eligibility (RA 1080);
- e. Certificate of Live Birth issued by National Statistic Office (NSO);
- f. Certificate of Marriage issued by NSO (for female applicants);
- g. Clearances:
  - i. Barangay
  - ii. Police
  - iii. NBI
  - iv. RTC
  - v. MTC
- h. Authenticated copy of certificate of relevant training/s;
- i. Authenticated copy of Certificate of Employment or Proof of Relevant Experience;
- j. Certificate of Waiver (for applicants with height and/or age deficiencies) *Applicants for lateral entry who are not in the service must not be more than thirty (30) years old, subject to the rules and regulations of the age waiver. Height requirement (at least 1.62m for male; and at least 1.57m for female), subject also to the rules and regulations on the grant of height waiver.*

5. Interested Applicants shall also submit the following Medical Laboratory results from Government Health Facility of DOH accredited private laboratories in a separate brown envelope with their names printed on the back **NLT 09 October 2020 to Office of the Recruitment and Selection Section, HRMD, DHRD, BFP-NHQ, Agham Road, Brgy Bagong Pag-asa, Quezon City**, to wit:

- a. ECG;
- b. Urinalysis;
- c. CBC with Blood Typing;
- d. Hepa B Screening;
- e. Cholesterol;
- f. Creatinine;
- g. Chest X-Ray;
- h. Fasting Blood Sugar;
- i. Serum Pregnancy Test (for females);
- j. Dental Panoramic X-Ray;
- k. Certification from the Laboratory facility; and
- l. Medical Physical Evaluation results (from BFP or private physician).

6. Further, applicants who have age and/or height deficiencies shall submit the following requirements to obtain age and/or height waiver **prior** to the submission of the application folder to the office of the RSS, HRMD, BFP-NHQ:

- a. Any of the following:
  - i. Original copy of Certificate of Membership from National Commission on Indigenous Peoples (NCIP) or National Commission on Muslim Filipinos (NCMF);



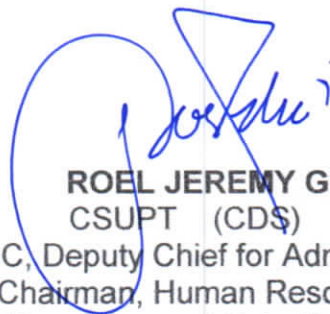
- ii. Outstanding scholastic accomplishments, such as being honor graduates, consistent academic scholar, board/bar top-notch and the like;
- iii. Possession of special skills in fire suppressing, fire prevention, knowledge and skill in operation of heavy equipment, such as aerial ladder, squirt lighting tower truck, rescue tender and other apparatus and equipment, rescue and emergency medical services;
- iv. Holder of Professional Driver's License with 2 and 3 restriction codes; and
- v. Mechanic with TESDA mechanic trade test certificate with expertise in pump operation, auto diesel engine and auto electrical troubleshooting.

- b. Certificate of Deficiency from the BFP-NHQ;
- c. PSA Birth Certificate;
- d. Photocopy of two (2) valid ID's; and
- e. Three (3) pieces of 2x2 ID picture with nametag.

7. For better and straightforward application process, applicants may visit the official website of the Bureau of Fire Protection ([www.bfp.gov.ph](http://www.bfp.gov.ph) and [www.facebook.com/rssbfpnhq](https://www.facebook.com/rssbfpnhq)).

8. For information and widest dissemination.

**BY COMMAND OF THE CHIEF, BFP:**



**ROEL JEREMY G DIAZ**  
CSUPT (CDS) BFP  
OIC, Deputy Chief for Administration/  
Chairman, Human Resource Merit  
Promotion and Selection Board