



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 - 3812
Email: ofcbfp@gmail.com



MEMORANDUM

TO: ALL CONCERNED

SUBJECT: ANNOUNCEMENT OF RECRUITMENT AND PROMOTION PROCESS FOR NON UNIFORMED PERSONNEL (NUP) IN THE BUREAU OF FIRE PROTECTION

DATE : 25 September 2020

1. 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.

2. 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; and
- e. Must be at least twenty-one (21) years of age.

3. 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**, to wit:

- A. Application Letter indicating the item number and place of plantilla applying for;
- B. One (1) Computerized Personal Data Sheet (PDS) [print entries in the PDS using black ball pen only. Do not use sigh 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. NBI Clearance
 - vi. IAS (NUP Promotion/ Organic Personnel only)
 - vii. Ombudsman Clearance (Previously employment 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) (July to December 2019 and January-June 2020) duly signed and dated (for promotion).


4. 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. Dental Panoramic X-Ray;
- j. Certification from the Laboratory facility; and
- k. Medical Physical Evaluation results (from BFP or private physician).

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

6. 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

Mrt/wfh/rss



Certificate Registration No. 50500535 QM15