



Republic of the Philippines
Department of Justice
National Prosecution Service
REGIONAL PROSECUTION OFFICE VIII
Bulwagan ng Katarungan, Tacloban city
(053) 832 4988

Electronic copy to be submitted to the CSC FO
must be in Excel format

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of **DEPARTMENT OF JUSTICE - NATIONAL PROSECUTION SERVICE - REGION VIII** in the CSC website:

MA. BELLA S. CASTILLO

Deputy Regional Prosecutor
(Chairperson, HRMPSB)

Date: Tuesday, September 11, 2018

No.	POSITION TITLE	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	QUALIFICATION STANDARDS					Place of Assignment
					Education	Training	Experience	Eligibility	Competancy (If applicable)	
1	Administrative Assistant II	ADAS2-218-05	8 - 1	195,384.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service CS Sub-professional (First Level Eligibility)		REGIONAL PROSECUTION OFFICE VIII-Tacloban City (RPO8-TAC) <i>Support Staff (Budget)</i>
2	Administrative Aide VI	ADA6-257-05	6 - 1	172,080.00						RPO8-TAC. <i>Support Staff</i>
		ADA6-258-05	6 - 1	172,080.00						RPO8-TAC. <i>Support Staff</i>
1	Administrative Aide VI	ADA6-240-05	6 - 1	172,080.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service CS Sub-professional (First Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR, Biliran (OPP-BILIRAN) <i>Support Staff</i>
1	Administrative Assistant III	ADAS3-114-05	9 - 1	209,676.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service CS Sub-professional (First Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR, E. Samar (OPP-E. SAMAR) <i>Support Staff (Storekeeper)</i>
1	Administrative Aide IV	ADA4-351-05	4 - 1	152,088.00		None required	None required			OPP-E. SAMAR <i>Support Staff</i>

No.	POSITION TITLE	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	QUALIFICATION STANDARDS					Place of Assignment	
					Education	Training	Experience	Eligibility	Competancy (If applicable)		
1	Administrative Assistant V	ADAS5-457-05	11 - 1	242,148.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 Career Service CS Sub-professional (First Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR, N. Samar (OPP-N. SAMAR) <i>Support Staff</i>	
1	Administrative Assistant III	ADA3-116-05	9 - 1	209,676.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service CS Sub-professional (First Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR, Samar (OPP-SAMAR) <i>Support Staff</i>	
1	Administrative Aide IV	ADA4-355-05	4 - 1	152,088.00		None required	None required				OPP-SAMAR <i>Support Staff</i>
1	Administrative Assistant V	ADAS5-448-05	11-1	242,148.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 Career Service CS Sub-professional (First Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR, Leyte (OPP-LEYTE) <i>Support Staff</i>	
1	Administrative Assistant III	ADAS3-113-05	9-1	209,676.00		4 hours of relevant training	1 year of relevant experience				OPP-LEYTE <i>Support Staff (Storekeeper)</i>
2	Administrative Aide IV	ADA4-347-05	4 - 1	152,088.00		None required	None required				OPP-LEYTE <i>Support Staff</i>
		ADA4-349-05	4 - 1	152,088.00		None required	None required				OPP-LEYTE <i>Support Staff</i>
2	Administrative Assistant V	ADAS5-451-05	11 - 1	242,148.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 Career Service CS Sub-professional (First Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR, Southern Leyte (OPP-SO. LEYTE) <i>Support Staff</i>	
		ADAS5-470-20	11 - 1	242,148.00							
1	Administrative Assistant V	ADAS5-475-20	11 - 1	242,148.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 Career Service CS Sub-professional (First Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, Baybay City (OCP-BAYBAY) <i>Support Staff</i>	

No.	POSITION TITLE	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	QUALIFICATION STANDARDS					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Administrative Aide I	ADA1-241-05	1 - 1	126,120.00	Must be able to read and write	None required	None required	None required		OFFICE OF THE CITY PROSECUTOR, Calbayog City (OCP-CALBAYOG) Support Staff
1	Administrative Assistant V	ADAS5-465-05	11 - 1	242,148.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11 s. 1996 Career Service CS Sub-professional (First Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, Tacloban City (OCP-TACLOBAN) Support Staff
2	Administrative Aide IV	ADA4-356-05	4 - 1	152,088.00		None required	None required			OCP-TACLOBAN Support Staff
		ADA4-357-05	4 - 1	152,088.00		None required	None required			OCP-TACLOBAN Support Staff

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 15, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (If applicable, such as: re-appointment or transfer);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

IRWIN A. MARAYA

Regional Prosecutor

DOJ-NPS-REGION VIII

Bulwagan ng Katarungan, Magsaysay Boulevard, Tacloban City

Contact Person: **Ms. Liza B. Darantinao**/ADAS V/HRMO Designate

CP No.: 09108224232/09753099313

Office : CP No. 0921-427-0360/0916-648-6303

Landline No. (053) 832-2988

Email Address: orp08@doj.gov.ph

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.