



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 (DOJ-NPS-R8)** in the CSC website:

**MA. BELLA V. SALINO-CASTILLO**

Deputy Regional Prosecutor  
(Chairperson, HRMPSB)

Date: Monday, October 29, 2019

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 Officer IV	ADOF4-327-2018	15-1	30,531.00	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career service Professional (Second Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, Baybay City (OCP-BAYBAY)
1	Process Server	PROCS-168-2018	5-1	14,007.00	High School Graduate	None required	None required	None required		OCP-Baybay (Support Staff)
1	Administrative Officer IV	ADOF4-328-2018	15-1	30,531.00	Bachelor's Degree relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career service Professional (Second Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, Borongan (OCP-BORONGAN)
1	Process Server	PROCS-169-2018	5-1	14,007.00	High School Graduate	None required	None required	None required		OCP- Borongan (Support Staff)
2	Administrative Aide IV	ADA4-64-2018	4-1	13,214.00	Elementary Graduate	None required	None required	None required		OCP- Borongan Support Staff (Liason Aide)
		ADA4-65-2018	4-1	13,214.00	Elementary Graduate	None required	None required	None required		OCP- Borongan Support Staff (Liason Aide)

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					Education	Training	Experience	Eligibility	Competancy (If applicable)	
1	Administrative Officer IV	ADOF4-329-2018	15-1	30,531.00	Bachelor's Degree <b>relevant</b> to the Job	4 hours of <b>relevant</b> training	1 year of <b>relevant</b> experience	Career service Professional (Second Level Eligibility)		<b>OFFICE OF THE CITY PROSECUTOR, Catbalogan</b> (OCP-CATBALOGAN)
1	Process Server	PROCS-170-2018	5-1	14,007.00	High School Graduate	None required	None required	None required		<b>OCP-Catbalogan</b> <i>(Support Staff)</i>
2	Administrative Aide IV	ADA4-66-2018	4-1	13,214.00	Elementary Graduate	None required	None required	None required		<b>OCP-Catbalogan</b> <i>Support Staff (Liason Aide)</i>
		ADA4-67-2018	4-1	13,214.00	Elementary Graduate	None required	None required	None required		<b>OCP-Catbalogan</b> <i>Support Staff (Liason Aide)</i>
1	Administrative Officer IV	ADOF4-330-2018	15-1	30,531.00	Bachelor's Degree <b>relevant</b> to the Job	4 hours of <b>relevant</b> training	1 year of <b>relevant</b> experience	Career service Professional (Second Level Eligibility)		<b>OFFICE OF THE CITY PROSECUTOR, Maasin</b> (OCP-MAASIN)
1	Process Server	PROCS-171-2018	5-1	14,007.00	High School Graduate	None required	None required	None required		<b>OCP-Maasin</b> <i>(Support Staff)</i>
1	Administrative Officer IV	ADOF4-331-2018	15-1	30,531.00	Bachelor's Degree <b>relevant</b> to the Job	4 hours of <b>relevant</b> training	1 year of <b>relevant</b> experience	Career service Professional (Second Level Eligibility)		<b>OFFICE OF THE CITY PROSECUTOR, Ormoc</b> (OCP-ORMOC)

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 **NOVEMBER 11, 2019**.

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](http://www.csc.gov.ph) (notarized with duly signed work experience sheet);
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 8

Bulwagan ng Katarungan, Magsaysay Boulevard, Tacloban City

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					Education	Training	Experience	Eligibility	Competancy (If applicable)	

Contact Person:

**MS. LIZA B. DARANTINAO**

Administrative Officer V (HRMO III)

DOJ-NPS-R8: CP No.: 0921-427-0360 (SMART)/0916-648-6303 (GLOBE)

Email Address: orp08@doj.gov.ph

Personal Contact No.: 09108224232 (SMART)/09753099313 (GLOBE)

"APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED"