



Republic of the Philippines  
**NATIONAL POLICE COMMISSION**  
 Regional Office No. VIII  
 760 Real St., Sagkahan District, Tacloban City

**RECEIVED**  
**AUG 13 2018**  
 CIVIL SERVICE COMMISSION  
 LEYTE FIELD OFFICE I

**Request for Publication of Vacant Position**

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the vacant position of NATIONAL POLICE COMMISSION Regional Office 8, in the CSC website:

*[Signature]*  
 ATTY. JOHNSON G. REYES, CESE  
 (Head of Agency)  
 Date: August 10, 2018

| No. | Position Title           | Plantilla Item No.      | Salary/Job Pay Grade | Monthly Salary | Qualification Standards                |                              |                                       | Competency (if applicable)                               | Pl Assn      |
|-----|--------------------------|-------------------------|----------------------|----------------|--|------------------------------|---------------------------------------|--|--------------|
|     |                          |                         |                      |                | Education                              | Training                     | Experience                            |  |              |
| 1   | Administrative Officer I | NAPOLCOMB-ADOF1-25-2005 | SG 10                | P18,718.00     | Bachelor's Degree relevant to the job  | None required                | None required                         | Career Service (Professional)/ Second Level Eligibility  | Admin Divisi |
| 2   | Administrative Aide VI   | NAPOLCOMB-ADA6-102-2005 | SG 6                 | P14,340.00     | Completion of two-year college studies | 4 hours of relevant training | Four (4) hours of relevant experience | Career Service Sub-Professional/ First Level Eligibility | Admin Divisi |
| 3   | Administrative Aide VI   | NAPOLCOMB-ADA6-103-2005 | SG 6                 | P14,340.00     | Completion of two-year college studies | 4 hours of relevant training | Four (4) hours of relevant experience | Career Service Sub-Professional/ First Level Eligibility | Admin Divisi |

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 August 20

1. Fully accomplished (Personal Data Sheet (PDS) with recent passport-sized picture (CS-Form No. 212 Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable)
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:

ATTY. JOHNSON G. REYES, CESE,  
 Acting Regional Director  
 NATIONAL POLICE COMMISSION  
 760 Real St. Sagkahan District, Sagkahan, Tacloban City  
[www.napolcomro8exams@gmail.com](mailto:www.napolcomro8exams@gmail.com)

**RELEASED**  
 DATE: 10 AUG 2018  
 NAPOLCOM REG. VIII  
 TACLOBAN CITY