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must be in MS Excel format

Republic of the Philippines
NATIONAL PROSECUTION SERVICE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL PROSECUTION SERVICE in the CSC website:

JOVILL D. MENZON
Deputy Regional Prosecutor
Date: 29-Feb-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Administrative Officer V (Administrative Officer III)	ADOF5-261-05	18-1	Php46,725.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility		N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, SOUTHERN LEYTE (OPP-SO, LEYTE) Support Staff
2	Administrative Officer V (Administrative Officer III)	ADOF5-267-05	18-1	Php46,725.00	Bachelor's Degree	8 hours relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility		N/A	OFFICE OF THE CITY PROSECUTOR, TACLOBAN CITY (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 March 11, 2024.

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 (notarized with duly signed work experience sheet, if applicable);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of certificate of relevant trainings or seminars, if applicable; and

5. Photocopy of Transcript of Records.

This office highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

IRWIN A. MARAYA

Regional Prosecutor

Bulwagan ng Katarungan, Magseysay Blvd., Tacloban City

irp08@doj.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.