

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: 8-Mar-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 Aide VI (Clerk III)	ADA6-240-05	6-1	Php17,533.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- Professional) / First Level Eligibility		N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, BILIRAN (OPP-BILIRAN) Support Staff
2	Administrative Aide IV (Clerk II)	ADA4-350-05	4-1	Php15,586.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- Professional) / First Level Eligibility		N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, EASTERN SAMAR (OPP-E: Samar) Support Staff
3	Administrative Aide IV (Clerk II)	ADA4-351-05	4-1	Php15,586.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- Professional) / First Level Eligibility		N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, EASTERN SAMAR (OPP-E: Samar) Support Staff
4	Administrative Assistant V (Stenographic Reporter III)	ADASS-455-05	11-1	Php27,000.00	Completion of two (2) years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub- Professional) / First Level Eligibility		N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, NORTHERN SAMAR (OPP-N. SAMAR) Support Staff

5	Administrative Aide IV (Clerk II)	ADA4-353-05	4-1	Php15,586.00	Completion of two (2) years studies in college	None required	None required	None required	Career Service (Sub- Professional) / First Level Eligibility	N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, NORTHERN SAMAR (OPP-N. SAMAR) Support Staff
6	Administrative Assistant V (Stenographic Reporter III)	ADAS5-458-05	11-1	Php27,000.00	Completion of two (2) years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub- Professional) / First Level Eligibility	N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, SAMAR (OPP-SAMAR) Support Staff	
7	Administrative Assistant V (Stenographic Reporter III)	ADAS5-466-2017	11-1	Php27,000.00	Completion of two (2) years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub- Professional) / First Level Eligibility	N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, SAMAR (OPP-SAMAR) Support Staff	
8	Administrative Assistant III (Storekeeper III)	ADAS3-113-05	9-1	Php21,129.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) / First Level Eligibility	N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, LEYTE (OPP-LEYTE) Support Staff	
9	Administrative Aide IV (Clerk II)	ADA4-347-05	4-1	Php15,586.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub- Professional) / First Level Eligibility	N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, LEYTE (OPP-LEYTE) Support Staff	
10	Administrative Assistant V (Stenographic Reporter III)	ADAS5-451-05	11-1	Php27,000.00	Completion of two (2) years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub- Professional) / First Level Eligibility	N/A	OFFICE OF THE PROVINCIAL PROSECUTOR, SOUTHERN LEYTE (OPP-SO. LEYTE) Support Staff	
11	Administrative Officer IV (Administrative Officer II)	ADOF4-327-2018	15-1	Php36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	OFFICE OF THE CITY PROSECUTOR, BAYBAY CITY (OCP-BAYBAY) Support Staff	
12	Administrative Assistant V (Stenographic Reporter III)	ADAS5-473-2017	11-1	Php27,000.00	Completion of two (2) years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub- Professional) / First Level Eligibility	N/A	OFFICE OF THE CITY PROSECUTOR, BAYBAY CITY (OCP-BAYBAY) Support Staff	

13	Administrative Assistant V (Stenographic Reporter II)	ADASS-475-2017	11-1	Php27,000.00	Completion of two (2) years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	N/A	OFFICE OF THE CITY PROSECUTOR, BAYBAY CITY (OCP-BAYBAY) Support Staff
14	Administrative Assistant V (Stenographic Reporter III)	ADASS-461-05	11-1	Php27,000.00	Completion of two (2) years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) / First Level Eligibility	N/A	OFFICE OF THE CITY PROSECUTOR, CALBAYOG (OCP-CALBAYOG) Support Staff
15	Administrative Officer III (Records Officer II)	ADOF3-267-05	14-1	Php33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of 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 20, 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, Magsaysay Blvd., Tacloban City

orp08@doj.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.