



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE  
POLICE REGIONAL OFFICE 8  
Camp Ruperto K Kangleon, Palo, Leyte



**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the **republishing/publication** of the following vacant NUP Positions of Philippine National Police Regional Office 8 in the CSC website:

  
**PCOL DANTE P. NOVICIO**  
HRMO

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (Computer Operator II)	ADAS3-1113-2013	9	P17,975.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Lapinig MPS, NSPPO

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2	Administrative Assistant III (Computer Operator II)	ADAS3-1067-2013	9	P17,975.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Babatngon MPS, LPPO
3	Administrative Assistant III (Computer Operator II)	ADAS3-1073-2013	9	P17,975.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Capoocan MPS, LPPO
4	Administrative Assistant III (Computer Operator II)	ADAS3-1127-2013	9	P17,975.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Silvino MPS, NSPPO
5	Administrative Assistant III (Senior BookkeeperI)	ADAS3-185-2005	9	P17,975.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	ORCD

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6	Administrative Assistant I (Computer Operator I)	ADAS1-2053-2013	7	P15,738.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Naval MPS, BPPO
7	Administrative Assistant I (Computer Operator I)	ADAS1-2257-2013	7	P15,738.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Paranas MPS, SPPO
8	Administrative Assistant I (Computer Operator I)	ADAS1-2292-2013	7	P15,738.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Liloan MPS, SLPPO
9	Administrative Assistant I (Computer Operator I)	ADAS1-2311-2013	7	P15,738.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	San Ricardo MPS, SLPPO


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10	Administrative Assistant I (Computer Operator I)	ADAS1-2074-2013	7	P15,738.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Jipapad MPS, ESPPO
11	Administrative Aide VI (Communication Equipment Operator I)	ADA6-1111-2005	6	P14,847.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	MC 10,s. 2013 - Cat II)	N/A	Baybay CPS, LPPO
12	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1167-2013	4	P13,214.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	MC 10,s. 2013 - Cat II)	N/A	Matalom MPS, LPPO
13	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1188-2013	4	P13,214.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	MC 10,s. 2013 - Cat II)	N/A	Catarman MPS, NSPPO

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14	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1224-2013	4	P13,214.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	MC 10,s. 2013 - Cat II)	N/A	San Jorge MPS, SPPO

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address

- a Letter of Application
- b 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);
- c Transcript of Records and Diploma Authenticated with Receipts
- d Certificate of Eligibility (Authenticated)
- e Certificate of Training (if required for the position); (Authenticated); with receipt
- f Certificate of Employment, if any
- g NBI Clearance (1 original and 1 authenticated copy with receipt);
- h NSO Birth Certificate (original copies with receipt);
- j NSO Marriage Certificate, if applicable (original copies with receipt)
- j Attested Appointment (KSS Form BLG 33) of current position, if applicable; (Authenticated) and
- k Individual Performance Evaluation Rating (IPER) for the last two semesters prior to the application, if applicable. (Authenticated)
- l Awards

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

  
**PCOL DANTE P. NOVICIO**  
 Acting Chief, RPRMD  
 Camp Ruperto Kangleon, Palo, Leyte

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