



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



To: CIVIL SERVICE COMMISSION (CSC)

Request for Publication of Vacant Positions

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

(Signature)

PCSUPT DIONARDO B CARLOS

(Head of Agency)

Date: **05 NOV 2018**

		Qualification Standards							Place of Assignment	
No.	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Statistician I	STATI-287-1998	11	P20,179.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional, Second Level Eligibility	N/A	OCPO
2	Fingerprint Examiner II	FPTY2-229-1998	9	P17,473.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	BPPD
3	Administrative Assistant III (Computer Operator II)	ADAS3-1142-2013	9	P17,473.00	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	Paranas MPS, SPPO
4	Administrative Assistant III (Computer Operator II)	ADAS3-1118-2013	9	P17,473.00	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	Mandragon MPS, NSPPO
5	Administrative Assistant III (Computer Operator II)	ADAS3-1160-2013	9	P17,473.00	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	Liloan MPS SLPPO

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
6	Administrative Assistant III (Computer Operator II)	ADAS3-1169-2013	9	P17,473.00	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	San Ricardo, SPPPO	
7	Administrative Assistant I (Computer Operator I)	ADAS1-2208-2013	7	P15,254.00	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	Mandragon MPS, NSPPO	
8	Administrative Assistant I (Computer Operator I)	ADAS1-2216-2013	7	P15,254.00	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 Antonio MPS, NSPPO	
9	Administrative Assistant I (Computer Operator I)	ADAS1-2044-2013	7	P15,254.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	N/A	Calibiran MPS, BPPPO	
10	Administrative Assistant I (Computer Operator I)	ADAS1-2050-2013	7	P15,254.00	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	Maripipi MPS, BPPPO	
11	Administrative Assistant I (Computer Operator I)	ADAS1-2261-2013	7	P15,254.00	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 Jorge MPS, SPPPO	
12	Administrative Assistant I (Computer Operator I)	ADAS1-344-2005	7	P15,254.00	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	ESPPO	
13	Administrative Assistant I (Computer Operator I)	ADAS1-2079-2013	7	P15,254.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	N/A	Llorente MPS, ESPPO	

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
14	Administrative Assistant I (Computer Operator I)	ADA51-2130-2013	7	P15,254.00	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	Inopacan MPS, UPRO
15	Administrative Assistant I (Computer Operator I)	ADA51-2170-2013	7	P15,254.00	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 II)	N/A	Tabango MPS, LPRO
16	Administrative Aide 6 (Clerk 3)	ADN6-1032-2005	6	P14,340.00	Completion of 2 years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	NSPRO
17	Administrative Aide 4 (Common Equip Operator I)	ADA4-1210-2013	4	P12,674.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	None Required 10, s. 2013 – Cat II) (MC	N/A	Basay MPS, SPRO
18	Administrative Aide 4 (Common Equip Operator I)	ADA4-1131-2013	4	P12,674.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	None Required 10, s. 2013 – Cat II) (MC	N/A	Masing MPS, SPRO
19	Administrative Aide 4 (Common Equip Operator I)	ADA4-1120-2013	4	P12,674.00	Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	None Required 10, s. 2013 – Cat II) (MC	N/A	Balangbayan MPS, SPRO
20	Administrative Aide 4 (Common Equip Operator I)	ADA4-1150-2013	4	P12,674.00	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	Calubian MPS, SPRO
21	Administrative Aide 4 (Clerk 2)	ADA4-431-2005	4	P12,674.00	Completion of 2 years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	RHSG
22	Administrative Aide 4 (Clerk 2)	ADA4-550-2005	4	P12,674.00	Completion of 2 years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ESPRO

No.	Position Title	Planilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			Eligibility
23	Administrative Aide 1 (Utility Worker-I)	ADA1-410-2005	1	P12,674.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Car. III)	N/A	OCPD

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below from **November 5 - 16, 2018**

- 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;
- 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);
- i 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)

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

PSSUPT LITO T BIGOY

Chief, RPHRDD

Camp Ruperto Kangleon, Palo, Leyte

pro8_rphrdd@yahoo.com

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.