


Republic of the Philippines
PAROLE AND PROBATION ADMINISTRATION, REGION VIII
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 Parole and Probation Administration, R8 in the CSC website:


RUTH A. CATUCOD
AO IV
8/20/2019

Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Probation Officer I	PPAB-PROB1-44-2013	11	20,754	BACHELOR'S DEGREE IN SOCIAL WORK, SOCIOLOGY, PSYCHOLOGY, CRIMINOLOGY, PENOLOGY, POLICE SCIENCE, POLICE ADMINISTRATION OR OTHER RELATED FIELDS	NONE REQUIRED	NONE REQUIRED	Career Service Professional (CSP) or RA 1080 or any appropriate eligibility for second level position	1. Investigation 2. Supervision Skills 3. Adaptability 4. People and Information Management 5. Communication 5.1 Interpersonal Communications 5.2 Oral Communications 5.3 Written Communications 6. Process Management 7. Decision Making and Problem Solving	Within Region 8
2	Administrative Aide IV	PPAB-ADA4-172-2005	4	13,214.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NO RELEVANT TRAINING REQUIRED	NO RELEVANT EXPERIENCE REQUIRED	Career Service Sub-Professional or any appropriate eligibility for first level position	N/A	Within Region 8

Interested and qualified applicants *including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI)* should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 30, 2019, to wit:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and notarized (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Authenticated Performance rating in the last rating period (if applicable);
3. Authenticated Photocopy of certificate of eligibility/rating;
3. Authenticated Photocopy of PRC ID/license and must be valid/updated (if applicable);
4. Authenticated Photocopy of Transcript of Records;
5. Authenticated Photocopy of certificate of trainings for the last 5 years (if any);
6. Authenticated Photocopy of certificate of recognitions/honors/awards received (if any);
7. Service Record/Certificate of employment, if applicable.

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

ROSANA V. SOLITE
Regional Officer-In-Charge
Parole and Probation Administration, R8
Bulwagan ng Katarungan, R. Magsaysay Blvd.
6500 Tacloban City, Leyte
E-mail Address: ppadojregionalofficeviii@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.