

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-May-23

No.	Position Title (Parenthetical Title, if any)	Plantilla Item No.	Salary/Job/Pay	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Administrative Aide VI (Clerk III)	ADA6-257-05	6-1	17,533.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	n/a	REGIONAL PROSECUTION OFFICE VIII Tacloban City (RPO8-Tac.) Support Staff
2	Administrative Aide IV (Clerk II)	ADA4-346-05	4-1	15,586.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	n/a	REGIONAL PROSECUTION OFFICE VIII Tacloban City (RPO8-Tac.) Support Staff
3	Administrative Assistant V (Stenographic Reporter III)	ADAS-445-05	11-1	27,000.00	Completion of two 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, BILIRAN (OPP-BILIRAN) Support Staff

4	Administrative Assistant V (Stenographic Reporter III)	ADAS5-458-2017	11-1	27,000.00	Completion of two 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, EASTERN SAMAR (OPP-E. SAMAR) Support Staff
5	Administrative Assistant V (Stenographic Reporter III)	ADAS5-455-05	11-1	27,000.00	Completion of two 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
6	Sr. Administrative Assistant I (Stenographic Reporter IV)	SADAS1-312-05	13-1	31,320.00	Completion of two years studies in college	16 hours of relevant training	3 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 Aide IV (Clerk II)	ADA4-354-05	4-1	15,586.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	n/a	OFFICE OF THE PROVINCIAL PROSECUTOR, SAMAR (OPP-SAMAR) Support Staff
8	Administrative Aide IV (Clerk II)	ADA4-355-05	4-1	15,586.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	n/a	OFFICE OF THE PROVINCIAL PROSECUTOR, SAMAR (OPP-SAMAR) Support Staff
9	Administrative Assistant V (Stenographic Reporter III)	ADAS5-447-05	11-1	27,000.00	Completion of two 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, LEYTE (OPP-LEYTE) Support Staff

10	Administrative Assistant III (Storekeeper III)	ADAS3-113-05	9-1	21,129.00	Completion of two 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
11	Administrative Aide IV (Clerk II)	ADA4-349-05	4-1	15,586.00	Completion of two 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
12	Administrative Officer V (Administrative Officer III)	ADOF5-261-05	18-1	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	n/a	OFFICE OF THE PROVINCIAL PROSECUTOR, SOUTHERN LEYTE (OPP-S. LEYTE) Support Staff
13	Administrative Officer IV	ADOF4-327-2018	15-1	36,619.00	Bachelor's degree relevant to the job	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
14	Administrative Assistant V (Stenographic Reporter III)	ADAS5-473-2017	11-1	27,000.00	Completion of two 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
15	Administrative Assistant V (Stenographic Reporter III)	ADAS5-475-2017	11-1	27,000.00	Completion of two 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

16	Administrative Assistant V (Stenographic Reporter III)	ADAS5-477-2017	11-1	27,000.00	Completion of two 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, BORONGAN CITY (OCP-BORONGAN) Support Staff
17	Administrative Assistant V (Stenographic Reporter III)	ADAS5-461-05	11-1	27,000.00	Completion of two 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 CITY (OCP-CALBAYOG) Support Staff
18	Administrative Assistant V (Stenographic Reporter III)	ADAS5-154-05	11-1	27,000.00	Completion of two 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, MAASIN CITY (OCP-MAASIN) Support Staff
19	Administrative Officer V (Administrative Officer III)	ADOF5-267-05	18-1	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	n/a	OFFICE OF THE CITY PROSECUTOR, TACLOBAN CITY (OCP-TACLOBAN) Support Staff
20	Administrative Officer III (Records Officer II)	ADOF3-267-05	14-1	33,843.00	Bachelor's degree relevant to the job	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

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21	Administrative Assistant V (Stenographic Reporter III)	ADAS5-486-2017	11-1	27,000.00	Completion of two 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, TACLOBAN CITY (OCP-TACLOBAN) Support Staff
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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 May 29, 2023.

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](http://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 employment 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)." CSC RMC NO. 04, s, 2022.

**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](mailto:orp08@doj.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**