

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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 (Chairperson, HRMPSB)
Date: Thursday, May 12, 2022

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	Administrative Aide IV (Clerk II)	ADA4-346-05	4-1	Php14,993.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility		REGIONAL PROSECUTION OFFICE VIII Tacloban City (RPO8-Tac.) Support Staff	
2	Administrative Assistant V (Stenographic Reporter III)	ADAS5-458-2017	11-1	Php25,439.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility		OFFICE OF THE PROVINCIAL PROSECUTOR, Eastern Samar (OPP-E. SAMAR) Support Staff	
3	Administrative Assistant V (Stenographic Reporter III)	ADAS5-455-05	11-1	Php25,439.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility		OFFICE OF THE PROVINCIAL PROSECUTOR, Northern Samar (OPP-N. SAMAR) Support Staff	

4	Administrative Aide IV (Clerk II)	ADA4-352-05	4-1	Php 14,993.00	Completion of two years studies in college	None required	None required	None required	2 years of relevant experience	8 hours of relevant training	None required	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE PROVINCIAL PROSECUTOR, Northern Samar (OPP-N. SAMAR)
5	Administrative Officer V (Administrative Officer III)	ADOF5-264-05	18-1	Php 45,203.00	Bachelor's degree	8 hours of relevant training	None required	2 years of relevant experience	8 hours of relevant training	None required	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	OFFICE OF THE PROVINCIAL PROSECUTOR, Samar (OPP-SAMAR)	
6	Administrative Assistant V (Stenographic Reporter III)	ADASS-465-2017	11-1	Php 25,439.00	Completion of two years studies in college	8 hours of relevant training	None required	2 years of relevant experience	8 hours of relevant training	None required	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE PROVINCIAL PROSECUTOR, Samar (OPP-SAMAR)	
7	Administrative Aide IV (Clerk II)	ADA4-355-05	4-1	Php 14,993.00	Completion of two years studies in college	None required	None required	None required	None required	None required	None required	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE PROVINCIAL PROSECUTOR, Samar (OPP-SAMAR)	
8	Administrative Aide I (Utility Worker I)	ADA1-240-05	1-1	Php 12,517.00	Must be able to read and write	None required	None required	None required	None required	None required	None required	None required	OFFICE OF THE PROVINCIAL PROSECUTOR, Samar (OPP-SAMAR)	
9	Administrative Officer V (Administrative Officer III)	ADOF5-260-05	18	Php 45,203.00	Bachelor's degree	8 hours of relevant training	None required	2 years of relevant experience	8 hours of relevant training	None required	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	OFFICE OF THE PROVINCIAL PROSECUTOR, Leyte (OPP-LEYTE)	

Q-

10	Administrative Assistant III (Storekeeper III)	ADASS-113-05	9	Php20,340.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE PROVINCIAL PROSECUTOR, Leyte (OPP-LEYTE) Support Staff
11	Administrative Officer V (Administrative Officer III)	ADOF5-261-05	18-1	Php45,203.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	OFFICE OF THE PROVINCIAL PROSECUTOR, Southern Leyte (OPP-S. LEYTE) Support Staff
12	Administrative Officer III (Records Officer II)	ADOF3-261-05	14-1	Php32,321.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	OFFICE OF THE PROVINCIAL PROSECUTOR, Southern Leyte (OPP-S. LEYTE) Support Staff
13	Administrative Assistant V (Stenographic Reporter III)	ADASS-473-2017	11-1	Php25,439.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE CITY PROSECUTOR, Baybay City (OCP-BAYBAY) Support Staff
14	Administrative Assistant V (Stenographic Reporter III)	ADASS-475-2017	11-1	Php25,439.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE CITY PROSECUTOR, Baybay City (OCP-BAYBAY) Support Staff
15	Administrative Assistant V (Stenographic Reporter III)	ADASS-477-2017	11-1	Php25,439.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE CITY PROSECUTOR, Borongan City (OCP-BORONGAN) Support Staff

2

16	Administrative Assistant V (Stenographic Reporter III)	ADASS-461-05	11-1	Php25,439.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE CITY PROSECUTOR, Calbayog City (OCP-CALBAYOG) Support Staff
17	Administrative Assistant V (Stenographic Reporter III)	ADASS-154-05	11-1	Php25,439.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE CITY PROSECUTOR, Maasin City (OCP-MAASIN) Support Staff
18	Administrative Officer V (Administrative Officer III) * ANTICIPATED VACANCY*	ADOF5-267-05	18-1	Php45,203.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility	OFFICE OF THE CITY PROSECUTOR, Tacloban City (OCP-TACLOBAN) Support Staff
19	Sr. Administrative Assistant I (Stenographic Reporter IV)	SADAS1-315-05	13-1	Php29,798.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE CITY PROSECUTOR, Tacloban City (OCP-TACLOBAN) Support Staff
20	Administrative Assistant III (Storekeeper III)	ADASS-117-05	9-1	Php20,340.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/First Level Eligibility	OFFICE OF THE CITY PROSECUTOR, Tacloban City (OCP-TACLOBAN) Support Staff
21	Process Server	PROCS-42-98	5-1	Php15,909.00	High School Graduate	None required	None required	None required	OFFICE OF THE CITY PROSECUTOR, Tacloban City (OCP-TACLOBAN) Support Staff

g

