



Republic of the Philippines
Department of Justice
National Prosecution Service
REGIONAL PROSECUTION OFFICE VIII
Bulwagan ng Katarungan, Tacloban city
(053) 832 4988

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

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DEPARTMENT OF JUSTICE-NATIONAL PROSECUTION SERVICE-REGION VIII (DOJ-NPS-R8) in the CSC website:


JOVILL D. MENZON
Assistant Regional Prosecutor
(Chairperson, HRMPSB)

Date: Monday, November 16, 2020

No.	POSITION TITLE	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	QUALIFICATION STANDARDS					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Administrative Assistant II (HRMA)	ADAS2-234-05	8-1	210,060.00	Completion of two years studies in College or High School Graduate with relevant vocational / trade course	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) /First Level Eligibility		REGIONAL PROSECUTION OFFICE VIII (RPO8) <i>Support staff</i>
3	Administrative Aide VI	ADA6-257-05	6-1	186,288.00	Completion of two years studies in College or High School Graduate with relevant vocational / trade course	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) /First Level Eligibility		RPO8-TAC. <i>Field support staff</i>
		ADA6-258-05	6-1	186,288.00						RPO8-TAC. <i>Field support staff</i>
		ADA6-211-05	6-1	186,288.00						RPO8-TAC. <i>Field support staff</i>
1	Administrative Aide IV (Liaison Aide)	ADA4-67-2018	4-1	158,568.00	Elementary Graduate	None required	None required	None required		RPO8-TAC. <i>Field support staff</i>
1	Administrative Aide I	ADA1-232-05	1-1	138,612.00	Must be able to read and write	None required	None required	None Required		RPO8-TAC. <i>Support staff</i>

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1	Process Server	PROCS-30-98	5-1	175,692.00	High School Graduate	None required	None required	None required		OFFICE OF THE PROVINCIAL PROSECUTOR, BILIRAN (OPP-BILIRAN) <i>Support staff</i>
1	Administrative Officer III	ADOF3-262-05	14-1	351,324.00	Bachelor's Degree relevant to the Job	4 hours relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR, E. SAMAR (OPP-E. SAMAR) <i>Support staff</i>
1	Administrative Assistant V	ADAS5-459-2017	11-1	267,792.00	Completion of two years studies in College	8 hours relevant training	2 years relevant experience	Career service Sub-professional (First Level Eligibility)		OPP-E. SAMAR <i>Support staff</i>
1	Administrative Assistant III	ADAS3-114-05	9-1	225,156.00	Completion of two years studies in College or High School Graduate with relevant vocational / trade course	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- professional) /First Level Eligibility		OPP-E. SAMAR <i>Support staff</i> (<i>Storekeeper</i>)
1	Process Server	PROCS-34-98	5-1	175,692.00	High School Graduate	None required	None required	None required		OPP-E. SAMAR <i>Support staff</i>
1	Sr. Administrative Assistant I	SADAS1-311-05	13-1	321,048.00	Completion of two years studies in College	16 hours relevant training	3 years relevant experience	Career service Sub-professional (First Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR. N. SAMAR (OPP-N. SAMAR) <i>Support staff</i>
1	Administrative Assistant V	ADAS5-456-05	11-1	267,792.00	Completion of two years studies in College	8 hours relevant training	2 years relevant experience	Career service Sub-professional (First Level Eligibility)		OPP-N. SAMAR <i>Support staff</i>

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1	Administrative Officer V	ADOF5-260-05	18-1	505,908.00	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	Career service Professional (Second Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR, LEYTE (OPP-LEYTE) <i>Support Staff</i>
1	Administrative Assistant V	ADAS5-446-05	11-1	267,792.00	Completion of two years studies in College	8 hours relevant training	2 years relevant experience	Career service Sub-professional (First Level Eligibility)		OPP-LEYTE <i>Support staff</i>
1	Administrative Officer V	ADOF5-261-05	18-1	505,908.00	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	Career service Professional (Second Level Eligibility)		OFFICE OF THE PROVINCIAL PROSECUTOR, SO. LEYTE (OPP-SO. LEYTE) <i>Support staff</i>
2	Administrative Assistant V	ADAS5-473-2017	11-1	267,792.00	Completion of two years studies in College	8 hours relevant training	2 years relevant experience	Career service Sub-professional (First Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, BAYBAY (OCP-BAYBAY) <i>Support staff</i>
		ADAS5-474-2017	11-1	267,792.00						
1	Administrative Officer IV	ADOF4-328-2018	15-1	366,372.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career service Professional (Second Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, BORONGAN (OCP-BORONGAN) <i>Support staff</i>
1	Administrative Assistant V	ADAS5-461-05	11-1	267,792.00	Completion of two years studies in College	8 hours relevant training	2 years relevant experience	Career service Sub-professional (First Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, CALBAYOG (OCP-CALBAYOG) <i>Support staff</i>
1	Administrative Assistant V	ADAS5-483-2017	11-1	267,792.00	Completion of two years studies in College	8 hours relevant training	2 years relevant experience	Career service Sub-professional (First Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, CATBALOGAN (OCP-CATBALOGAN) <i>Support staff</i>

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1	Process Server	PROCS-170-2018	5-1	175,692.00	High School Graduate	None required	None required	None required		OCP-CATBALOGAN <i>Support staff</i>
1	Administrative Assistant V	ADAS5-154-05	11-1	267,792.00	Completion of two years studies in College	8 hours relevant training	2 years relevant experience	Career service Sub-professional (First Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, MAASIN (OCP-MAASIN) <i>Support staff</i>
1	Process Server	PROCS-171-2018	5-1	175,692.00	High School Graduate	None required	None required	None required		OCP-MAASIN <i>Support staff</i>
1	Administrative Assistant V	ADAS5-485-2017	11-1	267,792.00	Completion of two years studies in College	8 hours relevant training	2 years relevant experience	Career service Sub-professional (First Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, ORMOC (OCP-ORMOC) <i>Support staff</i>
3	Administrative Assistant V	ADAS5-463-05	11-1	267,792.00	Completion of two years studies in College	8 hours relevant training	2 years relevant experience	Career service Sub-professional (First Level Eligibility)		OFFICE OF THE CITY PROSECUTOR, TACLOBAN (OCP-TACLOBAN) <i>Support staff</i>
		ADAS5-464-05	11-1	267,792.00						OCP-TACLOBAN <i>Support staff</i>
		ADAS-5-467-05	11-1	267,792.00						OCP-TACLOBAN <i>Support staff</i>

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 **December 7, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph (notarized with duly signed work experience sheet, if applicable);
2. Performance rating in the present position for one (1) year (If applicable, such as: re-appointment or transfer);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records/Diploma.

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

IRWIN A. MARAYA

Regional Prosecutor

DOJ-NPS-Region 8

Bulwagan ng Katarungan, Magsaysay Boulevard, Tacloban City

Contact Person:

MS. LIZA B. DARANTINAO

Administrative Officer V (HRMO III)

DOJ-NPS-R8: CP No.: 0921-427-0360 (SMART)/0916-648-6303 (GLOBE)

Email Address: orp08@doj.gov.ph

Personal Contact No.: 09108224232 (SMART)/09753099131 (GLOBE)

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.