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



Request for Publication of Vacant NUP Position

To: CIVIL SERVICE COMMISSION (CSC)

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


DANTE P NOVICIO
Police Colonel
Acting Chief, RPRMD
Head of Agency

DATE: _____

Nr	Position/Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standard				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant I (Computer Operator I)	ADAS3-1157-2013	9	P18,763.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	4 hrs of relevant training	1 yr of relevant experience	CSSP; First Level; (MC 11, s 1996 CAT I)	N/A	Hinunangan MPS, SLPPO
2	Administrative Assistant I (Computer Operator I)	ADAS3-1149-2013	9	P18,763.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	4 hrs of relevant training	1 yr of relevant experience	CSSP; First Level; (MC 11, s 1996 CAT I)	N/A	Sto Niño MPS, Samar PPO
3	Administrative Assistant I (Computer Operator I)	ADAS1-2180-2013	7	P16,458.00	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	Villaba MPS, LPPO

Nr	Position/Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standard				Competency (if applicable)	Place of Assignment
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4	Administrative Assistant I (Computer Operator I)	ADAS1-2181-2013	7	P16,458	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	Villaba MPS, LPPO
5	Administrative Assistant I (Computer Operator I)	ADAS1-2250-2013	7	P16,458	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	Matuguinao MPS, SPPO
6	Administrative Assistant I (Computer Operator I)	ADAS1-345-2005	7	P16,458	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	Southern Leyte PPO
7	Administrative Aide VI (Data Controller I)	ADA6-609-2005	6	P15,524.00	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	RPRMD
8	Administrative Aide 4 (Communication Equipment Operator I)	ADA4-1159-2013	4	P13,807	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	Jaro MPS, LPPO
9	Administrative Aide 4 (Communication Equipment Operator I)	ADA4-1259-2013	4	P13,807	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	Stn 1 Ormoc City Police Office
10	Administrative Aide 4 (Communication Equipment Operator I)	ADA4-1259-2013	4	P13,807	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	Stn 3 Ormoc City Police Office
11	Administrative Aide 4 (Communication Equipment Operator I)	ADA4-1133-2013	4	P13,807	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	Mercedes MPS, ESPPO

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

- 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 Certificates (original copies with receipt);
- i NSO Marriage Certificate, if applicable (original copies with receipt)
- j Attested Appointment (KSS Form B1.G 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:



PCOL DANTE P. NOVICIO
Acting Chief, RPRMD
pro8_rphrdd@yahoo.com