

CS Form No.9
Revised 2018

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




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
Chief, RPRMD

HRMO

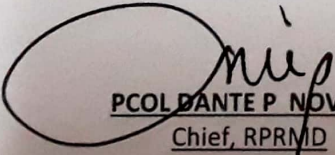
DATE: _____

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)	ADAS1-2275-2013	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	Talalora MPS, SPPO
2	Administrative Aide 4 (Communication Equipment Operator I)	ADA4-1189-2013	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	Catubig MPS, SPPO

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 BLG 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
Chief, RPRMD
pro8_rphrdd@yahoo.com

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DATE: _____

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					Education	Training	Experience	Eligibility		
1	Administrative Assistant III (Computer Operator II)	ADAS3-1098-2013	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	Sta Fe MPS, LPPD
2	Administrative Assistant III (Computer Operator II)	ADAS3-1038-2013	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	Kawayan MPS, BPPD
3	Administrative Assistant I (Computer Operator I)	ADAS1-2173-2013	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	Tabon-Tabon MPS, LPPD


Nr	Position/Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standard				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
4	Administrative Assistant I (Computer Operator I)	ADAS1-2073-2013	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	Hernani MPS, ESPPD
5	Administrative Assistant I (Computer Operator I)	ADAS1-2209-2013	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	Mondragon MPS, NSPPO
6	Administrative Assistant I (Computer Operator I)	ADAS1-2051-2013	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	Maripipi MPS, BPPO
7	Administrative Assistant I (Computer Operator I)	ADAS1-2039-2013	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	Almeria MPS, BPPO
8	Administrative Assistant I (Computer Operator I)	ADAS1-2315-2013	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	Sogod MPS, SLPPO
9	Administrative Aide VI (Accounting Clerk II)	ADAS6-644-2005	6	P15,524.00	Completion of 2 years studies in College	none required	none required	CSSP	N/A	ORCD
10	Administrative Aide 4 (Communication Equipment Operator I)	ADA4-1116-2013	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	Naval MPS, BPPO

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