

Republic of the Philippines
NATIONAL POLICE COMMISSION
Regional Office No. 8
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 POLICE COMMISSION
Regional Office No. 8 in the CSC website:

DIR. JOHNSON G REYES

Date: 6-Aug-21

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	Financial Claims Examiner II	NAPOLCOMB-FINCE2-2-1998	14	30799	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional)/2nd Level Eligibility		Technical Services Division
2	Planning Officer I	NAPOLCOMB-PLO-6-1998	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/2nd Level Eligibility		Technical Services Division - Planning Section
3	Administrative Assistant III (Stenographic Reporter II)	NAPOLCOMB-ADAS3-36-2005	9	19593	Completion of 2 year studies in college or High School graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level eligibility		Technical Services Division
4	Administrative Assistant II (Budget Assistant)	NAPOLCOMB-ADAS2-67-2005	8	18251	Completion of 2 year studies in college or High School graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level eligibility		Administrative Division - Budget and Accounting Section

5	Administrative Assistant II (Clerk 4)	NAPOLCOMB-ADAS2-68-2005	8	18251	Completion of 2 year studies in college or High School graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level eligibility		Administrative Division - General Services Section
6	Administrative Assistant I (Secretary I)	NAPOLCOMB-ADAS1-35-2008	7	17179	Completion of 2 year studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Career Service (Sub-Professional)/ First Level eligibility		Office of the Regional Director
7	Administrative Aide VI (CEO 2)	NAPOLCOMB-ADA6-103-2005	6	16200	Completion of 2 year studies in college or High School graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level eligibility		Administrative Division - General Services Section
8	Administrative Aide VI (Accounting Clerk 2)	NAPOLCOMB-ADA6-102-2005	6	16200	Completion of 2 year studies in college or High School graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional)/ First Level eligibility		Administrative Division - Budget and Accounting Section

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 August 19, 2021.

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;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

DIR. JOHNSON G. REYES

Regional Director

760 Real St Sagkahan District, Tacloban City

napolcomro8.official@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.