



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

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Planning Officer I	NAPOLCOM- PLO1-6-1998	11	25,439.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / 2nd Level Eligibility		Technical Services Division	
2	Administrative Officer II (HRMO I)	NAPOLCOM- ADOF-2-50-2005	11	25,439.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / 2nd Level Eligibility		Administrative Division	
3	Administrative Aide III (Clerk 1)	NAPOLCOM- ADA3-68-2005	3	14,125.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub-professional) / 1st Level Eligibility		Police Regional Appellate Board	
4	Administrative Aide IV (Clerk 2)	NAPOLCOM- ADA4-117-2005	4	14,993.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub-professional) / 1st Level Eligibility		Technical Services Division	
5	Administrative Aide IV (Clerk 2)	NAPOLCOM- ADA4-119-2005	4	14,993.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub-professional) / 1st Level Eligibility		Administrative Division	
6	Administrative Aide IV (Clerk 2)	NAPOLCOM- ADA4-120-2005	4	14,993.00	Completion of two (2) years college studies	None Required	None Required	Career Service (Sub-professional) / 1st Level Eligibility		Police Regional Appellate Board	

*Maximo T. Lasaca I*  
ATTY. MAXIMO T. LASACA I, CESO V  
Date: *September 27, 2022* *Max T. Lasaca I*



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



No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
7	Administrative Aide VI (Clerk 3)	NAPOLCOMB- ADA6-101-2005	6	16,877.00	Completion of two (2) years college studies	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Sub-professional) / 1st Level Eligibility		Technical Services Division	
8	Administrative Aide VI (Communication Equipment Operator II)	NAPOLCOMB- ADA6-104-2005	6	16,877.00	Completion of two (2) years college studies	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Sub-professional) / 1st Level Eligibility		Administrative Division	
9	Administrative Assistant II (Clerk 4)	NAPOLCOMB- ADAS2-66-2005	8	18,998.00	Completion of two (2) years college studies	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Sub-professional) / 1st Level Eligibility		Technical Services Division	
10	Administrative Assistant III (Senior Bookkeeper)	NAPOLCOMB- ADAS3-38-2005	9	20,402.00	Completion of two (2) years college studies	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Sub-professional) / 1st Level Eligibility		Administrative Division	

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 **September 19, 2022**.

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](http://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;
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

**ATTY. MAXIMO T. LASACA I, CESO V**

Director III / Regional Director

760 Real St., Sagkahan Dist. Tacloban City

[napolcomro&careers@gmail.com](mailto:napolcomro&careers@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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