

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



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)	ADAS1-2049-2013	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	Kawayan MPS, BPPO
2	Administrative Assistant I (Computer Operator I)	ADAS1-2100-2013	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	Abuyog MPS, LPPO

Nr	Position/Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standard				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
3	Administrative Assistant I (Computer Operator I)	ADAS1-2149-2013	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	Matag-ob MPS, LPPO
4	Administrative Assistant I (Computer Operator I)	ADAS1-2164-2013	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	San Isidro MPS, LPPO
5	Administrative Assistant I (Computer Operator I)	ADAS1-2165-2013	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	San Isidro MPS, LPPO
6	Administrative Aide 4 (Communication Equipment Operator I)	ADA4-1253-2013	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	St Bernard MPS, SLPPO
7	Public Relation Assistant	PRELA--247-1998	8	P17,505	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CSSP; First Level	N/A	SPPO

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below

- 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
Acting Chief, RPRMD
pro8_rphrdd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

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

DATE: _____

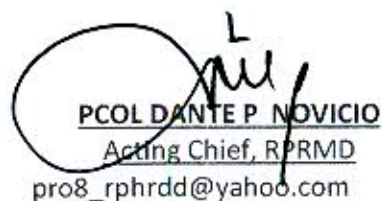
Nr	Position/Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standard				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide VI (Communication Equipment Operator II)	ADA6-1007-2005	6	P15,524.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	none required	none required	MC 10 s 2013 - Cat II	N/A	ESPPO

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- Transcript of Records and Diploma Authenticated with Receipts
- Certificate of Eligibility (Authenticated)
- Certificate of Training (if required for the position); (Authenticated); with receipt

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Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

PCOL DANTE P NOVICIO
HRMO

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Patrolman/Patrolwoman (208 SLOTS)	N/A	10	29,668.00	Bachelor's Degree	Public Safety Basic Recruit Course (PSBRC)/Public Safety Field Training Program (PSFTP)	None Required	PNP Entrance (1998 onwards)/RA 1080/RA 6506/PD 907/CS PROF	N/A	Anywhere in the Philippines
2	Police Staff Sergeant (1 SLOT)	N/A	14	32,114.00	Bachelor's Degree	Public Safety Basic Recruit Course (PSBRC)/Public Safety Field Training Program (PSFTP)	None Required	PNP Entrance (1998 onwards)/RA 1080/RA 6506/PD 907/CS PROF	N/A	Anywhere in the Philippines

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 _____.

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 present position for one (1) year (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:

PCOL DANTE P NOVICIO
Acting Chief, RPRMD
Camp Ruperto Kangleon, Palo, Leyte
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