



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



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

**To: CIVIL SERVICE COMMISSION (CSC)**

**Request for Republication of Vacant Positions**

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

**PLICOL HECTOR R. ENAGE**  
OIC, RPRMD

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	Administrative Assistant I	ADAS1-2311-2013	7	17 179 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	San Ricardo MPS, SLPO

2	Administrative Assistant IV	ADAA-1234-2013	4	14 400 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	Zumarraga MPS, SPPO
3	Administrative Aide IV	ADAA-1188-2013	4	14 400 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	Catarrman MPS, NSPPO

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 June 11, 2021.

- 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](http://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
- g NBI Clearance (1 original and 1 authenticated copy with receipt);
- h NSO Birth Certificate (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)
- l Awards

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

**PLITCOL HECTOR F. ENAGE**

OIC, RPRMID

Camp Ruperto Kangleon, Palo, Leyte