



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



Electronic copy to be submitted to the  
CSC FO

**Request for Publication of Vacant Positions**

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:

*[Signature]*  
PCOL DANTE P. NOVICIO  
HRMO  
Date: **SEP 10 2019**

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	Fingerprint Examiner II	FPTX2-177-1998	9	P17,975.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	DCPO
2	Fingerprint Examiner II	FPTX2-131-1998	9	P17,975.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SLPPO
3	Fingerprint Examiner II	FPTX2-130-1998	9	P17,975.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	ESPPO
4	Administrative Assistant I (Computer Operator I)	ADASI-2293-2013	7	P15,254.00	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	Liloan MPS, SLPPO
5	Administrative Assistant I (Computer Operator I)	ADASI-2296-2013	7	P15,738.00	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	Maasin CPS, SLPPO
6	Administrative Assistant I (Computer Operator I)	ADASI-2170-2013	7	P15,738.00	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	Tabango MPS, LPPO
7	Administrative Assistant I (Computer Operator I)	ADASI-2208-2013	7	P15,738.00	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	Mondragon MPS, NSPPO
8	Administrative Assistant I (Computer Operator I)	ADASI-2216-2013	7	P15,738.00	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 Antonio MPS, NSPPO

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	Administrative Assistant I (Computer Operator I)	ADAS1-2193-2013	7	P15,738.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	Career Service (Subprofessional) MC 11, S 1996-Cat I First Level Eligibility	N/A	Catubig MPS, NSPPO
10	Administrative Assistant I (Computer Operator I)	ADAS1-2195-2013	7	P15,738.00	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	Gamay MPS, NSPPO
11	Administrative Assistant I (Computer Operator I)	ADAS1-2229-2013	7	P15,738.00	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	Victoria MPS, NSPPO
12	Administrative Assistant I (Computer Operator I)	ADAS1-2275-2013	7	P15,738.00	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	Talalora MPS, SPPO
13	Administrative Assistant I (Computer Operator I)	ADAS1-344-2005	7	P15,738.00	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	ESPPO
14	Administrative Aide 4I (Communication Equipment Operator I)	ADA4-1150-2013	4	P13,214.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	None Required (MC 10, s. 2013 – Cat II)	N/A	Calubian MPS, LPPO
15	Administrative Aide IV (Clerk II)	ADA4-431-2005	4	P13,214.00	Completion of 2 years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	RHSU
16	Administrative Aide I (Utility Worker I)	ADA1-410-2005	1	P11,068.00	Must be able to read and write	None required	None required	None required (MC 11, s, 96-Cat III)	N/A	OCPO

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below from \_\_\_\_\_, - \_\_\_\_\_ 201 \_\_\_\_\_.

- a Letter of Application
- b Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture;
- 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 Certificate (original copies with receipt);
- j NSO Marriage Certificate, if applicable (original copies with receipt).

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

**PCOL DANTE P NOVICIO**

Actig Chief, RPRMD

Camp Ruperto Kangleon, Palo, Leyte

[pro8\\_rphrdc@yahoo.com](mailto:pro8_rphrdc@yahoo.com)

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