



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 must
be in MS Excel format



Request for Publication of Vacant Positions

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

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

PLTCOL HECTOR F. ENAGE
 Acting Chief, RPRMD

Date:

OCT 12 2021

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 III	ADAS3-1120-2013	9	19552	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CSSP; First Level; (MC 11, s 1996-Cat 1)	N/A	Pambujan MPS, NSPPO
2	Administrative Assistant III	ADAS3-1065-2013	9	19552	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CSSP; First Level; (MC 11, s 1996-Cat I)	N/A	Alang-Alang MPS, LPPO

3	Administrative Aide IV	ADA4-1114-2013	4	14400	Completion of 2 years studies in College	None Required	None Required	CSSP; First Level;	N/A	Kawayan MPS, BPPO`
4	Administrative Aide 1	ADA1-318-2005	1	12034	Must be able to read and write	None Required	None Required	N/A	N/A	RLDD

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 October 22, 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;
- 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);
- j 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:


PLTCOL HECTOR FENAGE

Acting Chief, RPRMD

Camp Ruperto Kangleon, Palo, Leyte



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I	ADAS1-1163-2013	7	17179	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, 2, 1996 - Cat I)	N/A	Lapaz MPS, LPPO
2	Administrative Assistant I	ADAS1-2156-2013	7	17179	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, 2, 1996 - Cat I)	N/A	Merida MPS, LPPO

3	Administrative Assistant I	ADAS1-2178-2013	7	17179	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, 2, 1996 - Cat I)	N/A	Tunga MPS, LPPO
4	Administrative Assistant I	ADAS1-2287-2013	7	17179	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, 2, 1996 - Cat I)	N/A	Hinunangan MPS, SLPPO
5	Administrative Assistant I	ADAS1-2195-2013	7	17179	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, 2, 1996 - Cat I)	N/A	Gamay MPS, NSPPO
6	Administrative Assistant I	ADAS1-2281-2013	7	17179	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, 2, 1996 - Cat I)	N/A	Zumaraga MPS, SPPO

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