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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 Positions

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

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

[Signature]
PCOL DANTE F 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	Administrative Assistant III (Computer Operator II)	ADAS3-1127-2013	9	P17,975.00	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	Silvino Lobos 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)	
2	Administrative Assistant I (Computer Operator I)	ADAS1-2232-2013	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	Basey MPS, SPPO
3	Administrative Assistant I (Computer Operator I)	ADAS1-2272-2013	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	Tagapul-an MPS, SPPO
4	Administrative Assistant I (Computer Operator I)	ADAS1-2225-2013	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 Vicente 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

- 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 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:


PCOL DANTE P. NOVICIO

Acting Chief, RPRMD

Camp Ruperto Kangleon, Palo, Leyte