



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 republication/**publication** of the following vacant NUP Positions of Philippine National Police Regional Office 8 in the CSC website:

  
**PLTCOL HECTOR F ENAGE**  
OIC, RPRMD

Date: \_\_\_\_\_

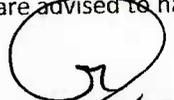
No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III	ADAS3-1040-2013	9	19 552 00	Completion of 2 years studies in College or 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	Naval MPS, BPPO

2	Administrative Assistant I	ADAS1-2056-2013	7	17 179 00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional; MC 11, 2, 1996 - Cat I)	N/A	Balangiga MPS, ESPPO
3	Administrative Assistant I	ADAS1-2270-2013	7	17 179 00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional; MC 11, 2, 1996 - Cat I)	N/A	Sto. Niño, 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 not later than March 17, 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);
- 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 F ENAGE**  
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Electronic copy to be submitted to the CSC FO must be in MS Excel format



**Request for Republication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

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

  
**PLTCOL HECTOR F 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 III	ADAS3-1098-2013	9	19 552 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	Sta Fe. MPS, BPPO
2	Administrative Assistant III	ADAS3-1038-2013	9	19 552 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	Kawayan MPS, BPPO

3	Administrative Assistant I (Computer Operator I)	ADAS1-2051-2013	7	17 179 00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional; MC 11, 2, 1996 - Cat I)	N/A	Maripipi MPS, BPPO
4	Administrative Assistant I	ADAS1-2073-2013	7	17 179 00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional; MC 11, 2, 1996 - Cat I)	N/A	Hernani MPS, ESPO
5	Administrative Assistant I	ADAS1-2209-2013	7	17 179 00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional; MC 11, 2, 1996 - Cat I)	N/A	Mondragon MPS, NSPPO
6	Administrative Assistant I	ADAS1-2275-2013	7	17 179 00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional; MC 11, 2, 1996 - Cat I)	N/A	Talalora MPS, SPPO
7	Administrative Assistant I	ADAS1-2315-2013	7	17 179 00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional; MC 11, 2, 1996 - Cat I)	N/A	Sogod MPS, SLPPO

8	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1154-2013	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	Dulag MPS, LPPO
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