

CS Form No. 9
Revised 2018

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



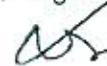

Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
POLICE REGIONAL OFFICE 8
Camp Ruperto K Kangleon, Palo, Leyte



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:


PBGEN DIONARDO B CARLOS
(Head of Agency) 

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 Officer II (Mgt and Audit Analyst)	ADOF2-88-2005	11	P20,754.00	Bachelor's degree relevant to the job	None required	None required	CSP Second Level Eligibility	N/A	ORCD
2	Administrative Assistant III (Computer Operator II)	ADAS3-1035-2013	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	Cabucgayan MPS, BPPO

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3	Administrative Assistant III (Computer Operator II)	ADAS3-1096-2013	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	San Isidro MPS, LPPO
4	Administrative Assistant III (Computer Operator II)	ADAS2-384-2005 (HRMA)	8	P16,758.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CSSP; First Level Eligibility	N/A	SPPO
5	Administrative Assistant III (Computer Operator II)	ADAS2-420-2005 (HRMA)	8	P16,758.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	CSSP; First Level Eligibility	N/A	BPPO
6	Administrative Assistant I (Computer Operator I)	ADAS1-226-2005	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	ORPRMD
7	Administrative Assistant I (Computer Operator I)	ADAS1-2134-2013	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	Jaro MPS, LPPO

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8	Administrative Assistant I (Computer Operator I)	ADAS1-2160-2013	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	Palompon MPS, LPPO
9	Administrative Assistant I (Computer Operator I)	ADAS1-2176-2013	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	Tolosa MPS, LPPO
10	Administrative Assistant I (Computer Operator I)	ADAS1-2066-2013	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	Gen Mac Arthur MPS, ESPPO
11	Administrative Assistant I (Computer Operator I)	ADAS1-2234-2013	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	Calbayog CPS, SPPO

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12	Administrative Assistant I (Computer Operator I)	ADAS1-2264-2013	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 Sebastian MPS, SPPO
13	Administrative Assistant I (Computer Operator I)	ADAS1-2224-2013	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
14	Administrative Assistant I (Computer Operator I)	ADAS1-2217-2013	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
15	Administrative Assistant I (Computer Operator I)	ADAS1-2218-2013	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 Isidro MPS, NSPPO

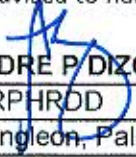
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16	Administrative Assistant I (Computer Operator I)	ADAS1-2229-2013	7	P15,738.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Victoria MPS, NSPPO
17	Administrative Aide VI (Communication Equipment Operator I)	ADA6-798-2005	6	P14,847.00	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	OCPO
18	Administrative Aide VI (Clerk III)	ADA6-1051-2005	6	P14,847.00	Completion of 2 years studies in College	None required	None required	CSSP; First Level Eligibility	N/A	BPPO
19	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1165-2013	4	P13,214.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	MC 10,s. 2013 - Cat II)	None Required	Mahaplag MPS, LPPO

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20	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1110-2013	4	P13,214.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	MC 10,s. 2013 - Cat II)	None Required	Biliran MPS, BPO
21	Administrative Aide IV (Communication Equipment Operator I)	ADA4-1180-2013	4	P13,214.00	Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	CSSP; First Level; (MC 11, s 1996 - Cat I)	N/A	Tolosa MPS, LPPO

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below

- 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)

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


PSSUPT ANDRE P. DIZON

Chief, RPHRDD

Camp Ruperto Kangleon, Palo, Leyte