



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)


PBGEN DIONARDO B CARLOS
(Head of Agency)
Date: 02 MAY 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	Administrative Assistant II (HRMA)	ADAS2-384-2005	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
2	Administrative Assistant II (HRMA)	ADAS2-420-2005	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
3	Administrative Aide VI (Communication Equipment Operator II)	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



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4	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	MC 10,s. 2013 - Cat II)	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:

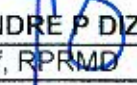

PCOL ANDRE P DIZON
 Chief, RPRMD
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