



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

*[Signature]*

**PLT COL HECTOR FENAGUE**  
AC, RPRMD

Date: **AUG 09 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 Aide IV	ADA4-1133-2013	4	14400	Completion of 2 years studies in College or HS Grad with Relevant Vocational Trade Course	None required	None required	MC 10,s 2013 CAT II	N/A	Mercedes MPS, ESPPO
2	Administrative Aide IV	ADA4-1259-2013	4	14400	Completion of 2 years studies in College or HS Grad with Relevant Vocational Trade Course	None required	None required	MC 10,s 2013 CAT III	N/A	OCPO

3	Administrative Assistant 1	ADAS1-2250-2013	7	17179	Completion of 2 years studies in College or HS Grad with Relevant Vocational Trade Course	None required	None required	Career Service (Subprof), MC 11,s.1996-cat.1)	N/A	Matuguinao MPS, SPPO
4	Administrative Assistant 1	ADAS1-2154-2013	7	17179	Completion of 2 years studies in College or HS Grad with Relevant Vocational Trade Course	None required	None required	Career Service (Subprof), MC 11,s.1996-cat.1)	N/A	Pagsanghan MPS, SPPO
5	Administrative Assistant 1	ADAS1-2198-2013	7	17179	Completion of 2 years studies in College or HS Grad with Relevant Vocational Trade Course	None required	None required	Career Service (Subprof), MC 11,s.1996-cat.1)	N/A	Lapinig 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 below not later than August 16, 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  
AC, RPRMD  
Camp Ruperto Kangleon, Palo, Leyte

