

Republic of the Philippines
Civil Service Commission
Regional Office No. 8
Government Center, Palo, Leyte

Vacancy

TO ALL PROVINCIAL DIRECTORS

This Office

Dear Sir/Madam:

It is the policy of the CSC RO VIII to embrace the Equal Employment Opportunity Principle by including all persons regardless of age, sex, physical and mental disability, religion, gender, and including indigenous people of ethnic/cultural minorities protected by the Philippine law.

In line with this, please effect publication of the following vacant position in the CSC Bulletin of Vacant Positions in the Government

| Position/Office | Salary Grade/ Annual Salary | Item No. | QUALIFICATION STANDARDS | | | |
|---|---|-------------|-------------------------|---|---|---|
| | | | Education | Work Experience | Training | Eligibility |
| (1) Chief Human Resource Specialist | SG 24/ P597,000.00 | CPS-68-2005 | Master's Degree | 2 years demonstrated ability in review and implementation of policies and similar legal documents; and 4 years in position/s involving management and supervision | 40 hours of training in management and supervision, and 40 hours of training in formulation of policies and standards | Career Service (Professional)/ Second Level Eligibility |
| Human Resource Division (HRD) | | | | | | |
| *Anticipated Vacancy | | | | | | |
| Brief Description of the General Function of the Position | Responsible for the development and implementation of policies and standards on personnel mechanisms to ensure merit and fitness in the civil service | | | | | |
| Required Competencies | | | | | | |
| <p>* Exemplifying Integrity <i>Advanced. Influences others to observe and/or adhere to the policies, rules and other standards set by the Commission.</i></p> <p>* Delivering Service Excellence <i>Advanced. Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service</i></p> <p>* Solving Problems and Making Decisions <i>Advanced. Provides timely solutions to problems and decision dilemmas that do not have clearcut options and assumptions are partial or minimal and need to be identified.</i></p> <p>* Championing and Applying Innovation <i>Advanced. Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures.</i></p> <p>* Planning and Delivering <i>Advanced. Manages plans, goals and/or objectives that impact the whole organization.</i></p> <p>* Performance Management <i>Advanced. Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups.</i></p> <p>* Building Commitment <i>Advanced. Inspires commitment to a cause or goal among individuals who have common experiences or share similar concerns and aspirations.</i></p> <p>* Developing People <i>Advanced. Intervenes in the development of individuals or groups by using or running simple solutions that help close or improve competency gaps such as coaching sessions or learning aids.</i></p> | | | | | | |

* **Partnering and Networking**

Advanced. Maintains existing local partnership and networks and capitalizes on these to deliver or enhance work outcomes.

* **Thinking Strategically**

Advanced. Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.

* **Strategic and Corporate Planning**

Advanced. Demonstrates advanced skills and extensive experience in strategic and corporate planning.

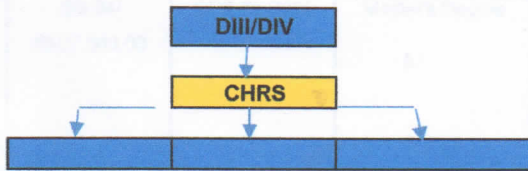
* **Employee Organization Management**

Advanced. Demonstrates advanced skills and extensive experience in Employee Organization Management. Consistently applies technical skills and adopts to emerging technology.

* **Policy Interpretation and implementation**

Advanced. Demonstrates advanced and extensive experience in policy interpretation.

Reporting to the Director III/Director IV



Only complete applications with the ff attachments shall be considered for assessment.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded to www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Authenticated copy of Civil Service Certificate of Eligibility
4. Authenticated copy of Transcript of Records
5. Statement/Response to the key selection criteria in at least 2 pages.

End of Submission of Application: January 4, 2018

Interested and qualified applicants should signify interest in writing. Addressed to:

Director VICTORIA F. ESBER

Director IV

Civil Service Commission

Regional Office No. 8

Government Center, Palo, Leyte

Thank you.

Very truly yours,

Nila L. Filamor

NILA L. FILAMOR, DM-HRM

Chief Human Resource Specialist

Human Resource Division Head

ATC