

Republic of the Philippines
CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII (CSC RO VIII)

We hereby request the publication of the vacant position, which is authorized to be filled, at the **CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII** in the CSC website:


BANELLO P. GABON, Ph. D.
Chief Human Resource Specialist

Date: **December 07, 2021**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI	ADA6-86-2005	SG 06	16,200.00	Completion of two-year studies in college	Eight (8) hours training on records maintenance, basic computer operations or other related trainings	One (1) year demonstrated ability in secretariat tasks, basic computer operations, preservation and updating of records	Career Service (Sub-Professional/First Level Eligibility)	1. Exemplifying Integrity (1) - Basic 2. Delivering Service Excellence (1) - Basic 3. Solving Problems and Making Decisions (1) - Basic 4. Demonstrating Personal Effectiveness (1) - Basic 5. Speaking Effectively (1) - Basic 6. Writing Effectively (1) - Basic 7. Championing and Applying Innovation (1) - Basic 8. Planning and Delivering (1) - Basic 9. Managing Information (1) - Basic	Legal Services Division
Brief Description of the General Functions of the Position:		Responsible for the preparation and receiving of communications and providing assistance to clients. Demonstrates basic skills and knowledge in Records Management.								

Instruction/Remarks :

The CSC encourages **all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply**. 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 **December 17, 2021**.

1 **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;

2 **Performance rating in the last rating period preceding this publication** (if applicable);

3 **Authenticated copy of Civil Service Certificate of Eligibility**;

4 **Authenticated copy of Transcript of Records**; and

5 **Statement/Response to the key selection criteria** in at least 2 pages with the following details:

*Short narrative on job experiences related to the competencies required of the position using the **Situation-Task-Action-Results Approach***

Font Face: Times New Roman

Font Size: 12

Spacing: Double

Paper Size: Legal

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

VICTORIA F. ESBER

Director IV

Civil Service Commission RO VIII

Government Center, Palo, Leyte

cscro8hrd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.