

Republic of the Philippines
Civil Service Commission
 Date Published: October 19, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Place of Assignment	Qualification Standards				
						Education	Training	Experience	Eligibility	Competency
1	Director III	DIR3-44-2005	27	₱102,910.00	CSC RO I	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Five (5) years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	1. Exemplifying Integrity 2. Delivering Service Excellence 3. Solving Problems and Making Decisions 4. Building Collaborative Working Relationships 5. Managing Performance 6. Leading Change 7. Thinking Strategically 8. Creating and Nurturing High Performing Organizations
	Director II	DIR2-67-2005	26	₱92,108.00	CSC RO III					
	Director II	DIR2-74-2005	26	₱92,108.00	CSC RO IV					
	Director II	DIR2-98-2005	26	₱92,108.00	CSC RO IX					
<p>Brief Description of the General Function of the Director III Position: Director III (RO) - Responsible for assisting the RO Director IV in the day-to-day operations of the CSC Regional Office such as, but not limited to, the implementation of civil service law and rules, policies, and standards on HR management and provision of technical advice and assistance to government offices and agencies regarding HR administration.</p> <p>Brief Description of the General Function of the Director II Position: Responsible for the management and supervision of the CSC field office in all aspects of HR management and providing technical advice and assistance to government offices and agencies in complying with civil service law and rules.</p>										

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and send to the address below **not later than OCTOBER 30, 2018:**

1. Fully accomplished under oath Personal Data Sheet (PDS) with recent passport-sized photo (CS Form No. 212, Revised 2017), with the required Work Experience Sheet, downloadable at the CSC website (Downloads - Forms - OHRMD - PDS);
2. Certified true copy of performance rating in the present position for one semester (1st semester of 2018), (if applicable);
3. Authenticated copy of Certificate of Eligibility/Rating/License; and
4. Certified True Copy of Transcript of Records.

QUALIFIED APPLICANTS are advised to HAND IN OR SEND THROUGH A COURIER their application with COMPLETE DOCUMENTS to:

Director IV EDITHA M. DELA PEÑA
 Office for Human Resource Management and Development
 Civil Service Commission
 IBP Road, Brgy. Batasan Hills, Quezon City