

**Republic of the Philippines
Civil Service Commission
Request for Publication of Vacant Positions**

Date Published: August 10, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Place of Assignment	Qualification Standards				
						Education	Training	Experience	Eligibility	Competencies
1	Director III	DIR3-40-2005	27	₱102,910.00	CSC CO Office for Legal Affairs (OLA)	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 (inclusive of attendance to MCLE)	Five (5) years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	<ul style="list-style-type: none"> • <u>Exemplifying Integrity (Advanced)</u> - Influences others to observe and/or adhere to the policies, rules, and other standards set by the Commission/ organization. • <u>Delivering Service Excellence (Advanced)</u> - Anticipates, identifies, and manages stakeholders' standards and requirements towards excellent customer service. • <u>Solving Problems and Making Decisions (Advanced)</u> - Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions are partial or minimal and need to be identified. • <u>Building Collaborative, Inclusive Working Relationships (Advanced)</u> - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes. • <u>Managing Performance and Coaching for Results (Advanced)</u> - Monitors the strategic imperatives of the organization and orchestrates teams, work, and organizational culture around this, through advanced skills in coaching to achieve performance standard. • <u>Leading Change (Advanced)</u> - Constructs a change management plan in which one or more office systems and/or processes are affected by a change intervention conducted internally or by an external consultant. • <u>Thinking Strategically and Creatively (Advanced)</u> - Plans, crafts, and adapts strategies for achieving the vision, mission, and objectives of the agency or organization and secures the proper implementation of these strategies. • <u>Creating and Nurturing a High Performing Organization (Advanced)</u> - Creates a culture where teamwork and interdependence is nurtured by facilitating collaboration across organizations.
2	Director III	DIR3-47-2005	27	₱102,910.00	CSC RO III		120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years			
3	Director III	DIR3-49-2005	27	₱102,910.00	CSC RO IV					
<p>Brief Description of the General Function of the Director III Position:</p> <p>Director III (CO-OLA) – Responsible for assisting the OLA Director IV in the management, supervision, and monitoring of the plans and programs of OLA such as investigation/litigation, original jurisdiction, liaison and legal assistance, appellate jurisdiction, special task force, and research.</p> <p>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>										

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Place of Assignment	Qualification Standards				
						Education	Training	Experience	Eligibility	Competencies (if applicable)
4	Director II	DIR2-51-2005	26	₱92,108.00	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	<ul style="list-style-type: none"> • <u>Exemplifying Integrity (Advanced)</u> - Influences others to observe and/or adhere to the policies, rules, and other standards set by the Commission/ organization. • <u>Delivering Service Excellence (Advanced)</u> - Anticipates, identifies, and manages stakeholders' standards and requirements towards excellent customer service. • <u>Solving Problems and Making Decisions (Advanced)</u> - Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions are partial or minimal and need to be identified. • <u>Building Collaborative, Inclusive Working Relationships (Advanced)</u> - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes. • <u>Managing Performance and Coaching for Results (Intermediate)</u> - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development. • <u>Leading Change (Intermediate)</u> - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. • <u>Thinking Strategically and Creatively (Advanced)</u> - Plans, crafts, and adapts strategies for achieving the vision, mission, and objectives of the agency or organization and secures the proper implementation of these strategies. • <u>Creating and Nurturing a High Performing Organization (Intermediate)</u> - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns, and aspirations; creates team cohesion and improves individual and team performance.
5	Director II	DIR2-57-2005	26	₱92,108.00	CSC RO II					
6	Director II	DIR2-63-2005	26	₱92,108.00	CSC RO III					
7	Director II	DIR2-81-2005	26	₱92,108.00	CSC RO V					
8	Director II	DIR2-130-2005	26	₱92,108.00	CSC RO X					
9	Director II	DIR2-123-2005	26	₱92,108.00	CSC RO XI					
<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 AUGUST 31, 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 (1) year (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

For inquiries, you may email tard_ohrmd@yahoo.com or call (02) 932-01-81, and look for Ms. Imelda S. Punongbayan.