

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CIVIL SERVICE COMMISSION in the CSC website:

BANELLO P. GABON, Ph.D.

Chief Human Resource Specialist

Date: _____

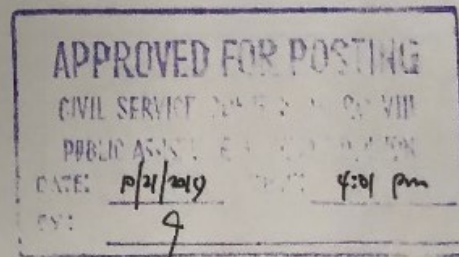
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Officer IV (Administrative Officer II)	ADO4-8-2009	15	PhP 30,531.00	Bachelor's Degree preferably in Business Administration, Commerce, Accounting, Banking, and Finance, and other allied courses	16 hours of training within the last 5 years on government preferably on Government Procurement Reform Act and its Implementing Rules and Regulations	One (1) year in position/s that demonstrated the ability in procurement of property management	Career Service Professional/ Second Level Eligibility)	1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (1) - Basic 3. Solving Problems and Making Decisions (1) - Basic 4. Demonstrating Personal Effectiveness (2) - Intermediate 5. Speaking Effectively (1) - Basic 6. Writing Effectively (2) - Intermediate 7. Championing and Applying Innovation (1) - Basic 8. Planning and Delivering (1) - Basic 9. Managing Information (2) - Intermediate	Management Services Division

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 identifies to apply. Interested and qualified applicants should signify their interest in writing and attached the following documents to the application letter and send to the address below **NOT LATER THAN OCTOBER 31, 2019**

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** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Statement/ Response to Key Selection Criteria (Competencies Required), in at least 2 pages with the following details:
 - a. Font Face- Times New Roman
 - b. Font Size- 12
 - c. Spacing- Double
 - d. Paper Size- Legal

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

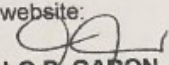
VICTORIA F. ESBER
Director IV
Government Center, Palo, Leyte



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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CIVIL SERVICE COMMISSION in the CSC website:


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

Date: 21-Oct-19

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	Personnel Specialist II	PS2-17-2019	16	PhP 33,584.00	Bachelor's Degree	16 hours of relevant training in managing frontline services and operations, technical writing within the last 5 years	1 year demonstrated ability in managing frontline services and operations, technical writing, policy interpretation and application	Career Service (Professional / Second Level Eligibility)	1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (2) - Intermediate 3. Solving Problems and Making Decisions (2) - Intermediate 4. Demonstrating Personal Effectiveness (2) - Intermediate 5. Speaking Effectively (2) - Intermediate 6. Writing Effectively (2) - Intermediate 7. Championing and Applying Innovation (2) - Intermediate 8. Planning and Delivering (1) - Basic 9. Managing Information (2) - Intermediate	FIELD OFFICE - LEYTE 1

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 identifies to apply. Interested and qualified applicants should signify their interest in writing and attached the following documents to the application letter and send to the address below **NOT LATER THAN OCTOBER 31, 2019**

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** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

5. Statement/ Response to Key Selection Criteria (Competencies Required), in at least 2 pages with the following details:

- a. Font Face- Times New Roman
- b. Font Size- 12
- c. Spacing- Double
- d. Paper Size- Legal

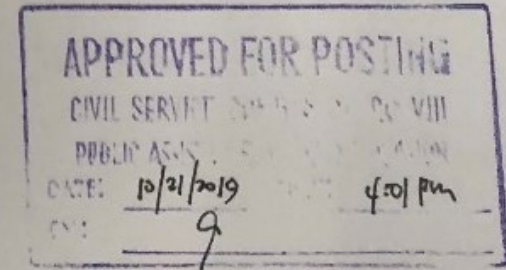
UNELIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VICTORIA F. ESBER

Director IV

Government Center, Palo, Leyte

cscro8hrd@gmail.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.