

Republic of the Philippines
CIVIL SERVICE COMMISSION REGIONAL OFFICE NO. VIII
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:



BANELLIO 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	Personnel Specialist I	PS1-18-2019	SG 13	PhP25,232.00	Bachelor's Degree	None required	None Required	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	Field Office - Leyte I
2	Administrative Assistant III	ADAS3-19-2019	SG 09	PhP17,975.00	Completion of two-year studies in college	1 year demonstrated ability in Secretarial tasks, basic computer operations, preservation and updating of records	16 hours training on records maintenance, basic computer operations or other related training within the last 5 years	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	Field Office - Leyte I

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. In Attach the following documents to the application letter and send to the address below not later than November 9, 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
cscro8hrd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.