



OFFICE FOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

WFH Memo No. 424, s. 2022

MEMORANDUM

**F O R** : ALL CSC REGIONAL DIRECTORS  
**SUBJECT** : Request Publication of the Vacant Director II and Director III Positions in the Commission

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In compliance with RA 7041 (Publication Law) and the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), as amended, may we request the publication of the attached list of vacant CSC Director II and Director III positions in your respective *Regional Bulletin of Vacant Positions in the Government*.

Thank you.

  
**FERNANDO M. PORIO**  
Director IV

18 March 2022

Bawat Kawani, Lingkod Bayani

Republic of the Philippines  
**Civil Service Commission**  
 Date Published: 18 March 2022

Deadline for filing of application: **28 March 2022**

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Place of Assignment	Qualification Standards				
						Education	Training	Experience	Eligibility	Competencies
1	<b>Director II</b>	DIR2-39-2005	26	PHP113,891.00	NCR	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	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 Inclusive Working Relationships 5. Managing Performance and Coaching for Results 6. Leading Change 7. Thinking Strategically and Creatively 8. Creating and Nurturing High Performing Organization
2	<b>Director II</b>	DIR2-55-2005	26	PHP113,891.00	RO I					
3	<b>Director II</b>	DIR2-123-2005	26	PHP113,891.00	RO XI					
4	<b>Director II</b>	DIR2-110-2005	26	PHP113,891.00	Caraga					
5	<b>Director III</b>	DIR3-48-2005	27	PHP128,696.00	RO VIII					
6	<b>Director III</b>	DIR3-54-2005	27	PHP128,696.00	CAR					
7	<b>Director III</b>	DIR3-56-2005	27	PHP128,696.00	Caraga					

**Brief Description of the General Function of the Position:**

- **Director II** – Responsible for the management and supervision of the CSC field office in all aspects of HR management and provision of technical advice and assistance to government offices and agencies in complying with civil service law and rules.
- **Director III** – Responsible for assisting the Director IV in the enforcement of Civil Service law and rules, policies, standards on human resource management within the jurisdiction; provision of technical advice and assistance to government offices and agencies regarding human resource administration; and performing other functions as may be delegated by the Commission.

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

Interested and qualified applicants should signify interest or intention through electronic mail indicating the preferred office or plantilla item number and attach the following documents **NOT LATER THAN 28 MARCH 2022**:

1. Fully accomplished **updated and 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).  
**Please convert the PDS to a single file pdf format. Then, append the Work Experience Sheet (pdf format). Name the file '(YOUR SURNAME)\_PDS&WES'**
2. Performance rating in the last rating period (if applicable)
3. Certificate of Eligibility/Rating/License
4. Transcript of Records (Master's Degree and higher)

APPLICANTS are advised to EMAIL intention with COMPLETE DOCUMENTS to:

**Director IV FERNANDO M PORIO**  
Office for Human Resource Management and Development  
CIVIL SERVICE COMMISSION  
IBP Road, Brgy. Batasan Hills, Quezon City  
**email address: [ohrmd.tard@gmail.com](mailto:ohrmd.tard@gmail.com)**