

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:

  
 DR. BANELLO P. GABON

**HRMO**

Date: January 27, 2022

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Contract of Service (COS) Worker	N/A	11	23877	Bachelor's Degree	None required	Preferably with experience on Information Technology particularly in navigating various online meeting/video-conferencing platforms to be used in the conduct of online/virtual assistance and assessment.	Preferably with Civil Service Eligibility	1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (2) - Intermediate 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 (2) - Intermediate (with good data gathering and analysis skills and good writing skills)	Policies and Systems Evaluation Division (PSED)

2	Contract of Service (COS) Worker	N/A	11	23877	Bachelor's Degree	None required	Preferably with experience on Information Technology particularly in navigating various online meeting/video-conferencing platforms to be used in the conduct of online/virtual assistance and assessment.	Preferably with Civil Service Eligibility	1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (2) - Intermediate 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 (2) - Intermediate (with good data gathering and analysis skills and good writing skills)	Policies and Systems Evaluation Division (PSED)
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 06, 2022.

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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** preceding this application (if applicable);
3. Authenticated copy of Civil Service Certificate of Eligibility ; and
4. Authenticated copy of Transcript of Records.

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

**ATTY. MARILYN E. TALDO**

Director IV

Civil Service Commission Regional Office VIII Palo, Leyte

[cscro8recruitment@gmail.com](mailto:cscro8recruitment@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**