

Republic of the Philippines  
**CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII (CSC RO VIII)

We hereby request the publication of the vacant position, which is authorized to be filled, at the **CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII** in the CSC website:

  
**BANELLO P./GABON, Ph. D.**  
Chief Human Resource Specialist

Date: January 14, 2022

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	Senior Personnel Specialist (Senior HR Specialist)	SRPS-151-2005	SG 19	48,313.00	Bachelor's Degree	24 Hours of relevant training in frontline services and operations, technical writing, program/project management	2 years demonstrated ability in managing frontline services and operations, technical writing, policy interpretation and application program/project management	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	CSC FO-So. Leyte
<b>Brief Description of the General Functions of the Position:</b>		Responsible in performing administrative and technical tasks to carry out field operations e.g. processing of appointments, conducting personnel management audit, provision of technical assistance on human resource development; rendering legal opinion and advice on application and interpretation of CS law and rules; monitoring of compliance on personnel policies, systems and standards.								

**Instruction/Remarks :**

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. Attach the following documents to the application letter and send to the address below not later than **January 24, 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 publication** (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 RO VIII  
Government Center, Palo, Leyte  
[cscro8recruitment@gmail.com](mailto:cscro8recruitment@gmail.com)

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