

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:

  
JAY M. BERELOS  
Chief Human Resource Specialist  
February 14, 2023

Date: February 14, 2023

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 Aide VI (Clerk III)	ADA6-83-2005	6	16,877.00	Completion of two-year studies in college	Eight (8) hours training on records maintenance, basic computer operations or other related trainings	One (1) year demonstrated ability in secretariat tasks, basic computer operations, preservation and updating of records	Career Service Sub-Professional/ First Level Eligibility	Exemplifying Integrity (1); Delivering Service Excellence (1); Solving Problems and Making Decisions (1); Demonstrating Personal Effectiveness (1); Speaking Effectively (1); Writing Effectively (1); Championing and Applying Innovation (1); Planning and Delivering (1); and Managing Information (1)	Policies and Systems Evaluation Division (PSED)

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 24, 2023.

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 ratings 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.

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. **Brief Description of the General Functions of the Position:** Responsible for the preparation and receiving of communications and providing assistance to clients. Demonstrates basic skills and knowledge in Records Management.

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  
[ro08@csc.gov.ph](mailto:ro08@csc.gov.ph) or [cscro8@gmail.com](mailto:cscro8@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.