

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: September 2, 2021

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-147-2005	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 Biliran Field Office
Brief Description of the General Functions of the Position:		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 September 12, 2021.

- 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 preceding this publication** (if applicable);
- 3 **Authenticated copy of Civil Service Certificate of Eligibility**;
- 4 **Authenticated copy of Transcript of Records**; and
- 5 **Statement/Response to the key selection criteria** in at least 2 pages with the following details:
Font Face: Times New Roman
Font Size: 12
Spacing: Double
Paper Size: Legal

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

VICTORIA F. ESBER
Director IV
Civil Service Commission RO VIII
Government Center, Palo, Leyte
cscro8hrd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.