


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 F. 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	Personnel Specialist II (HR Specialist II)	PS2-17-2019	SG 16	36,628.00	Bachelor's Degree	16 hours relevant training in frontline services and operations, technical writing, program/project management	1 year 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 Leyte 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.