

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 23, 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 I (HR Specialist I)	PS1-18-2019	SG 13	28,276.00	Bachelor's Degree	None Required	None Required	Career Service Professional (Second Level Eligibility)	1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (1) - Basic 3. Solving Problems and Making Decisions (1) - Basic 4. Demonstrating Personal Effectiveness (2) - Intermediate 5. Speaking Effectively (1) - Basic 6. Writing Effectively (2) - Intermediate 7. Championing and Applying Innovation (1) - Basic 8. Planning and Delivering (1) - Basic 9. Managing Information (2) - Intermediate	CSC Leyte Field Office
<b>Brief Description of the General Functions of the Position:</b>		Responsible in performing administrative and technical tasks to carry out field office 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 **October 03, 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](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**;
- 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](mailto:cscro8hrd@gmail.com)

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