

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:



DR. BANELLO P. GABON
Chief Human Resource Specialist

Date: June 21, 2022

No.	Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Computer Technician	Contract of Service	10	22,190.00	Graduate of B.S. Information Technology (or any related courses)	None required	1 year relevant experience in the field of IT	Preferably with Civil Service Eligibility	<ul style="list-style-type: none"> • Excellent in the use of MS Office • Can work excellently under pressure with minimal supervision. • Can diagnose, repair and maintain hardware and software components. • Knowledgeable and familiar with Network Administrator tasks. • Basic Graphic Layouting Skills and Video Editing with the use of Adobe Photoshop or other multi-media editing softwares. • Has knowledge on developing computer programs using any programming language. 	Office of the Regional Director (ORD)

Brief Description of the General Functions of the Position:

Responsible for the preventive and corrective maintenance of ICT equipment (PC Desktops, laptops, printers, scanners, and network switches and routers); monitor licenses of proprietary software in the desktop and laptop computers to ensure that these are not expired and are religiously updated; and update ICT Equipment Inventory every quarter and submit report.

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 July 1, 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;
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

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
csc808recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.