

Republic of the Philippines  
Civil Service Commission Regional Office No. VIII  
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 CSCRO VIII in the CSC website:

**CRISTY JOY Q. MACASIL**  
Chief Human Resource Specialist, HRD

Date: November 20, 2018

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 Human Resource Specialist	SRPS-147-2005	19	42,099.00	Bachelor's Degree	24 hours relevant training in frontline services and operations, technical writing, program/project management within last 5 years	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	- Exemplifying Integrity (2) - Delivering Service Excellence (2) - Solving Problems and Making Decisions (2) - Demonstrating Personal Effectiveness (2) - Speaking Effectively (2) - Writing Effectively (2) - Championing and Applying Innovation (2) Planning and Delivering (1) Managing Information (2)	Biliran

**Instruction/Remarks :**

It is the policy of the CSC RO VIII to embrace the Equal Employment Opportunity to all persons regardless of age, sex, physical and mental disability, religion, or other characteristics protected by the law.

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 **November 30, 2018**.

- 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 two (2) semesters 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.**