

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:

  
**JAY M. MERELOS**  
Chief Human Resource Specialist

Date: January 29, 2024

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	Special Investigator III	SP13-47-2005	18	46,725.00	Bachelor of Laws	Twenty-four (24) hours of relevant training in legal investigation, research, case management	Two (2) years demonstrated ability in legal investigation, research, case management	Career Service Professional/ Second Level Eligibility	<b>Core Competencies:</b> Exemplifying Integrity (2); Delivering Service Excellence (2); Solving Problems and Making Decisions (2); <b>Organizational Competencies:</b> Demonstrating Personal Effectiveness (2); Speaking Effectively (2); Writing Effectively (2); Championing and Applying Innovation (2); Planning and Delivering (1); and Managing Information (2); <b>Technical Competencies:</b> Legal Management (2); Policy Interpretation and Implementation (2)	Legal Services Division (LSD)

Interested and qualified applicants should signify their interest in writing and upload the PDF format of the following documents with application letter to the link below on or before February 8, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) 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. Proof of Eligibility - Report of Rating/license/certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy)
4. Authenticated copy of Transcript of Records.
5. Applications with incomplete documents shall not be entertained.
6. The CSC encourages all interested applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply.

**Brief Description of the General Functions of the Position for Special Investigator III:**

Responsible for providing legal advice and formulating decisions and resolutions based on the Revised Rules on Administrative Cases in the Civil Service (RRACCS) for the just and speedy disposition of cases filed before the Legal Services Division (LSD).

**QUALIFIED APPLICANTS** are advised to address their application letter to the head of office and upload the PDF format of the documentary requirements to the link provided:

**ATTY. MARILYN E. TALDO**

Director IV

Civil Service Commission Regional Office

VIII Government Center, Palo, Leyte

<https://cscro8.online/ors/>

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