


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: October 18, 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	Supervising Human Resource Specialist	SVPS -72-2005	22	58,717.00	Bachelor's Degree	32 hrs of relevant training in policy research, project management within last 5 years	3 years demonstrated ability in policy / program development and/or implementation	Career Service (Professional) / Second Level Eligibility	Exempting Integrity Advanced. Influences others to observe and/or adhere to the policies, rules and other standards set by the Commission; * Delivering Service Excellence Advanced. Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service * Solving Problems and Making Decisions. Advanced. Provides timely	Northern Samar

**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 **October 29, 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.**