

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: **August 18, 2023**

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	Attorney IV	ATY4-42-2005	23	80,003.00	Bachelor of Laws	24 hours of relevant training in Mandatory Continuing Legal Education	2 years of demonstrated ability in professional legal work which includes trial work, prosecution and/or collaborating with prosecutors and fiscals in administrative/ criminal cases	RA 1080 (Attorney)	<b>Core Competencies:</b> Exemplifying Integrity (3), Delivering Service Excellence (3), Solving Problems and Making Decisions (3); <b>Organizational Competencies:</b> Demonstrating Personal Effectiveness (3), Speaking Effectively (3), Writing Effectively (3); Championing and Applying Innovation (2); Planning and Delivering (1); Managing Information (2). <b>Technical Competencies:</b> Legal Management (2), Policy Interpretation and Implementation (2)	CSC Regional Office VIII - Legal Services Division

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 **August 28, 2023**.

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 rating period preceding this publication (if applicable);
3. Authenticated copy of Civil Service Certificate of Eligibility/Rating/License; and
4. Authenticated copy of Transcript of Records.

Note: Applications with incomplete documents shall not be entertained.

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.

**Brief Description of the General Functions of the Position:**

Responsible for providing legal advices and formulating decisions and resolutions based on 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 hand in or send through courier/email their application to:

**ATTY. MARILYN E. TALDO**

Director IV

Civil Service Commission Regional Office VIII

Government Center, Palo, Leyte

ro08@csc.gov.ph

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

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1	Personnel Specialist I (Human Resource Specialist I)	PS1-85-2005	13	31,320.00	Bachelor's Degree	None Required	None Required	Career Service Professional (Second Level Eligibility)	<b>Core Competencies:</b> Exemplifying Integrity (2), Delivering Service Excellence (1), Solving Problems and Making Decisions (1); <b>Organizational Competencies:</b> Demonstrating Personal Effectiveness (2), Speaking Effectively (1), Writing Effectively (2); Championing and Applying Innovation (1); Planning and Delivering (1); Managing Information (2). <b>Technical Competencies:</b> Audit Management (1), Learning Delivery and Evaluation (1), Policy Interpretation and Implementation (1), Records Management (1), Test Administration (1)	CSC FO-Leyte I

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**Brief Description of the General Functions of the Position:**

Under general supervision, the position is 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.

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