

**APPROVED FOR POSTING**  
**CIVIL SERVICE COMMISSION RO VIII**  
**PUBLIC ASSISTANCE & TRAINING DIVISION**  
 DATE: 2/13/24  
 BY: [Signature]

CS Form No. 9  
 Revised 2018

Electronic copy to be submitted to the CSC PO must be in MS Excel format

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:

[Signature]  
**JAY M. TERELOS**  
 Chief Human Resource Specialist  
 Date: 13 February 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	Personnel Specialist II (Human Resource Specialist II)	PS2-129-2005	16	39,672.00	Bachelor's Degree	Sixteen (16) hours of relevant training in managing frontline services and operations, technical writing	One (1) year demonstrated ability in managing frontline services and operations, technical writing, policy interpretation and application	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> Audit Management (1); Learning Delivery and Evaluation (1); Policy Interpretation and Implementation (1); Records Management (1); Test Administration (1)	Field Office-Leyte
2	Administrative Officer II	ADOF2-37-2005	11	27,000.00	Bachelor's Degree relevant to the job	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 (1); Speaking Effectively (1); Writing Effectively (1); Championing and Applying Innovation (1); Planning and Delivering (1); and Managing Information (2); <b>Technical Competencies:</b> Supplies and Property Management (1); Secretarial and Liaison Services (1); Records Management (1); Information Technology (1)	Human Resource Division (HRD)

Interested and qualified applicants should signify their interest in writing. Upload the following documents with the application letter to the link below on or before **23 February 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. Copy of Transcript of Records;

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 Personnel Specialist II (Human Resource Specialist II):**

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; and monitoring of compliance on personnel policies, systems and standards.

**Brief Description of the General Functions of the Position for Administrative Officer II:**

Responsible for planning, coordinating, directing and implementing administrative functions of the Regional Office, preparation of reports related thereto and does related work.

**QUALIFIED APPLICANTS** are advised to address their application letter to the head of office and upload 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 DATA, INCOMPLETE DOCUMENTS AND NOT UPLOADED IN THE SYSTEM SHALL NOT BE ENTERTAINED.**