



Republic of the Philippines
CIVIL SERVICE COMMISSION
 Regional Office VIII
 Government Center, Palo, Leyte

Vacancies

TO ALL PROVINCIAL DIRECTORS

This Office

Dear Sir/Madam:

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, gender, or other characteristics protected by the law.

In line with this, please effect publication of the following vacant positions in the CSC Bulletin of Vacant Positions in the Government

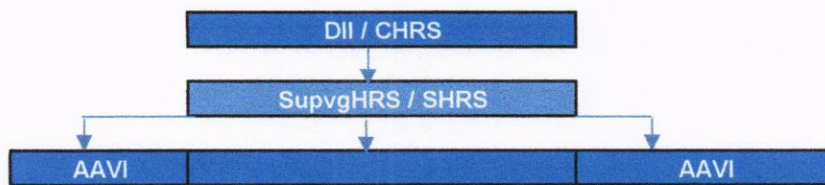
Position/Office	Salary Grade/ Annual Salary	Item No.	QUALIFICATION STANDARDS			
			Education	Work Experience	Training	Eligibility
* (5) Administrative Aide VI *Anticipated vacancy	SG 6/ Php172,080.00	ADA6-83-2005 ADA6-84-2005 ADA6-85-2005 ADA6-86-2005 ADA6-87-2005	Completion of two-year studies in college	1 year demonstrated ability in Secretarial tasks, basic computer operations, preservations and updating of records	Eight (8) hours training on records maintenance, computer literacy or other related training within the last 5 years	Career Service Sub-Professional (First Level Eligibility)
Brief Description of the General Function of the Position		Responsible for the effective and efficient management of legal documents to facilitate data necessary to respond to follow-up, documentary requirements queries from government agencies and general public as well as reportorial requirements prescribed by the Offices in the Commission.				
Required Core Competencies						
<ul style="list-style-type: none"> * Exemplifying Integrity Basic. Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules. * Delivering Service Excellence Basic. Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers * Solving Problems and Making Decisions Basic. Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. * Demonstrating Personal Effectiveness Basic. Responds effectively to guidelines and feedback on one's performance, well being and learning discipline. * Speaking Effectively Basic. Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. * Writing Effectively Basic. Refers to and/or uses existing communication materials or templates to produce own written work. * Championing and Applying Innovation Basic. Demonstrates an awareness of basic principles of innovation. * Planning and Delivering Basic. Designs and implements plans focused on one's functional group or area of focus and involving team members from the same group * Managing Information Basic. Collects, organizes and maintains data. 						

Duties and Responsibilities

- * **Record Management**
Demonstrates basic skills and knowledge in records management. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.
- * **Secretariat and Liaison Services**
Demonstrates basic skills and knowledge in secretariat and liaison services. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.
- * **Information Technology**
Demonstrates basic skills and knowledge in information technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.

Reporting to the: Director II / Chief Human Resource Specialist

Organizational Chart:



Only complete applications with the ff attachments shall be considered for assessment.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded to www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Authenticated copy of Civil Service Certificate of Eligibility
4. Authenticated copy of Transcript of Records
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

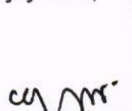
End of Submission of Application: June 22, 2018

Interested and qualified applicants should signify interest in writing. Addressed to:


Director VICTORIA F. ESBER
 Director IV
 Civil Service Commission
 Regional Office No. 8
 Government Center, Palo, Leyte

Thank you.

Very truly yours,


CRISTY JOY Q. MACASIL
 Chief Human Resource Specialist
 Human Resource Division Head

Approved for Posting:


VICTORIA F. ESBER
 Director IV