



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
*(2) Administrative Officer II *Anticipated vacancy	SG 11/A Php242,148.00	ADOF2-37-2005 ADOF2-NEW-2005	Bachelor's Degree	1 year demonstrated ability in supplies and property management and procurement and other related administrative works.	Eight (8) hours training in government procurement law, basic computer operations, customer service skills within the last 5 years.	Career Service (Professional)/ Second Level Eligibility
Brief Description of the General Function of the Position		Responsible for the procurement activities by checking the completeness of documents, conducting canvass through phone, evaluating price quotations and preparing abstract and purchase orders to make sure that procurement was done in accordance with RA 9184 (Procurement Act) and specifications of the requisitioning unit				
Required Core Competencies						
<p>* Exemplifying Integrity <i>Intermediate.</i> Demonstrates compliance to policies, rules and other standards set by the Commission.</p> <p>* Delivering Service Excellence Basic. Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers</p> <p>* 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.</p> <p>* Demonstrating Personal Effectiveness Basic. Responds effectively to guidelines and feedback on one's performance, well being and learning discipline.</p> <p>* 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.</p> <p>* Writing Effectively Basic. Refers to and/or uses existing communication materials or templates to produce own written work.</p> <p>* Championing and Applying Innovation Basic. Demonstrates an awareness of basic principles of innovation.</p> <p>* 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</p> <p>* Managing Information Basic. Collects, organizes and maintains data.</p>						

Duties and Responsibilities

* **Supplies and Property Management**

Demonstrates basic skills and knowledge in supplies and property management. Applies basic understanding and requires to apply technical skills and displays limited knowledge of technologies.

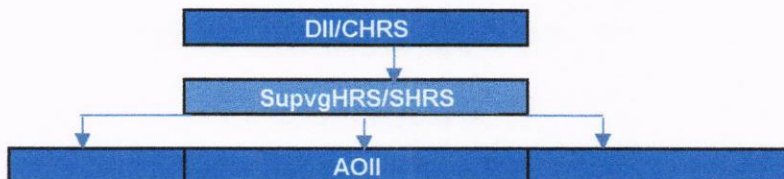
* **Records Management**

Demonstrates basic skills and knowledge in records management. Applies basic understanding and requires assistance assistance to apply technical skills and displays limited knowledge of technologies.

* **Performs other related tasks that may be assigned from time to time.**

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

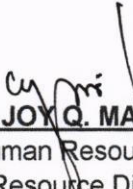
End of Submission of Application: June 22, 2018

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