

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. NERELOS

Chief Human Resource Specialist

Date: January 23, 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	Administrative Aide IV (Driver)	ADA4-34-2005	4	15,586.00	High School Graduate or Completion of Vocational Course	None Required	One (1) Year demonstrated ability in driving, maintenance and troubleshooting of motor vehicle	Valid Professional Driver's License, DL Codes: A, A1, B, B1, B2, C, D (MC 10, s. 2013, Category IV)	Core Competencies: Exemplifying Integrity (1); Delivering Service Excellence (1); Solving Problems and Making Decisions (1); Organizational Competencies: Demonstrating Personal Effectiveness (1); Speaking Effectively (1); Writing Effectively (1); Championing and Applying Innovation (1); Planning and Delivering (1); and Managing Information (1)	Office of the Regional Director

Interested and qualified applicants should signify their interest in writing. Upload the following documents with the application letter to the link below not later than February 7, 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;
2. Performance rating **in the last rating period** preceding this publication (if applicable);
3. Proof of Eligibility - Valid Professional Driver's License (original copy, authenticated copy, certified true copy, photocopy, scanned copy)
4. Authenticated copy of Form 137 and High School Diploma
5. Applications with incomplete documents shall not be entertained.
6. 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 Administrative Aide IV (Driver):

Responsible for driving the vehicle and taking care of official, personnel or guests to and from various destinations for the Office of the Regional Director. The position is also responsible for planning the route and requirements by studying the destination to avoid traffic-laden areas; and maintaining vehicle by cleaning and checking the vehicle parts and assure safe transportation of official and personnel.

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 DOCUMENTS SHALL NOT BE ENTERTAINED.