

Republic of the Philippines
Civil Service Commission
 Date Published: July 2, 2019

Deadline for filing of application: July 15, 2019

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Place of Assignment	Qualification Standards				
						Education	Training	Experience	Eligibility	Competencies
1	Director II	DIR2-44-2005	26	PHP107,444.00	CSC NCR	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Five (5) years of supervisory/management experience	Career Service Professional/Second Level Eligibility	1. Exemplifying Integrity 2. Delivering Service Excellence 3. Solving Problems and Making Decisions 4. Building Collaborative Inclusive Working Relationships 5. Managing Performance and Coaching for Results 6. Leading Change 7. Thinking Strategically and Creatively 8. Creating and Nurturing High Performing Organization
2	Director II	DIR2-94-2005	26	PHP107,444.00	CSC RO VI					
3	Director III	DIR3-33-2005	27	PHP121,411.00	CSC CO OHRMD					
<p>Brief Description of the General Function of the Director II Position: Responsible for the management and supervision of the CSC field office in all aspects of HR management and providing technical advice and assistance to government offices and agencies in complying with civil service law and rules.</p> <p>Brief Description of the General Function of the Director III Position (OHRMD): Responsible for assisting the Director IV in the management and monitoring of an integrated and gender-related HR Plan, development and enhancement of human resource management policies in the areas of recruitment, selection, and placement; learning and development; performance evaluation; employee welfare and discipline, compensation and benefits, incentives and rewards, HR Information System, and employee relations for service excellence.</p>										

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 identities to apply. Interested and qualified applicants should signify their interest in writing and attach the following documents to the application letter and send to the address below **NOT LATER THAN JULY 15, 2019:**

1. Fully accomplished under oath Personal Data Sheet (PDS) with recent passport-sized photo (CS Form No. 212, Revised 2017), with the required Work Experience Sheet, downloadable at the CSC website (Downloads - Forms - OHRMD - PDS);
2. Certified true copy of performance rating in the present position for one semester (2nd semester of 2018), if applicable;
3. Authenticated copy of Certificate of Eligibility/Rating/License; and
4. Certified True Copy of Transcript of Records.

QUALIFIED APPLICANTS are advised to HAND IN OR SEND THROUGH A COURIER their application with COMPLETE DOCUMENTS to:

Director IV FERNANDO M PORIO
 Office for Human Resource Management and Development
 Civil Service Commission
 IBP Road, Brgy. Batasan Hills, Quezon City

For inquiries, you may email tard_ohrmd@yahoo.com or call (02) 932-01-81, and look for Ms. Imelda S. Punongbayan.