


Republic of the Philippines  
CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII (CSC RO VIII)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII in the CSC website:

  
BANELLO P. GABON, Ph. D.  
Chief Human Resource Specialist

Date: April 7, 2021

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	Human Resource Specialist I	PS1-83-2005	SG 13	PhP28,276.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (1) - Basic 3. Solving Problems and Making Decisions (1) - Basic 4. Demonstrating Personal Effectiveness (2) - Intermediate 5. Speaking Effectively (1) - Basic 6. Writing Effectively (2) - Intermediate 7. Championing and Applying Innovation (1) - Basic 8. Planning and Delivering (1) - Basic 9. Managing Information (2) - Intermediate	Examination Services Division
2	Human Resource Specialist I	PS1-85-2005	SG 13	PhP28,276.00	Bachelor's Degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility	1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (1) - Basic 3. Solving Problems and Making Decisions (1) - Basic 4. Demonstrating Personal Effectiveness (2) - Intermediate 5. Speaking Effectively (1) - Basic 6. Writing Effectively (2) - Intermediate 7. Championing and Applying Innovation (1) - Basic 8. Planning and Delivering (1) - Basic 9. Managing Information (2) - Intermediate	Leyte Field Office

**Instruction/Remarks :**

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 identity to apply. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **April 17, 2021**.

- 1 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) 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 Authenticated copy of Civil Service Certificate of Eligibility;
- 4 Authenticated copy of Transcript of Records; and
- 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

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**VICTORIA F. ESBER**  
Director IV  
Civil Service Commission RO VIII  
Government Center, Palo, Leyte  
[cscro8hrd@gmail.com](mailto:cscro8hrd@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**