

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:



**DR. BANELLO P. GABON**  
Chief Human Resource Specialist

Date: January 9, 2023

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	Senior Personnel Specialist (Senior HR Specialist)	SRPS-137-2005	19	49,835.00	Bachelor's Degree	24 Hours of relevant training in frontline services and operations, technical writing, program/project management	2 years demonstrated ability in managing frontline services and operations, technical writing, policy interpretation and application program/project management	Career Service Professional (Second Level Eligibility)	1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (2) - Intermediate 3. Solving Problems and Making Decisions (2) - Intermediate 4. Demonstrating Personal Effectiveness (2) - Intermediate 5. Speaking Effectively (2) - Intermediate 6. Writing Effectively (2) - Intermediate 7. Championing and Applying Innovation (2) - Intermediate 8. Planning and Delivering (1) - Basic 9. Managing Information (2) - Intermediate	CSC Regional Office VIII - Human Resource Division

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 January 19, 2023.

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 ratings in the last rating period preceding this publication (if applicable);
3. Authenticated copy of Civil Service Certificate of Eligibility; and
4. Authenticated copy of Transcript of Records.

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.

**Brief Description of the General Functions of the Position:**

Responsible in performing administrative and technical tasks to carry out the operations in the Human Resource Division e.g., providing/conducting L&D interventions, recruitment process, and other human resource actions.

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

**ATTY. MARILYN E. TALDO**

Director IV

Civil Service Commission RO VIII

Government Center, Palo, Leyte

[ro08@csc.gov.ph](mailto:ro08@csc.gov.ph) or [cscro8@gmail.com](mailto:cscro8@gmail.com)

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