


Republic of the Philippines
(Name of Agency)
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:


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

Date: January 21, 2020

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 VI (Clerk III)	ADA6-84-2005	SG 6	PhP14, 847.00	Completion of two-years studies in college	8 hours training on records maintenance, basic computer operations or other related trainings within the last 5 years	1 year demonstrated ability in secretariat tasks, basic computer operations, preservation and updating of records	Career Service (Sub-Professional / First Level Eligibility)	1. Exemplifying Integrity (1) - Basic 2. Delivering Service Excellence (1) - Basic 3. Solving Problems and Making Decisions (1) - Basic 4. Demonstrating Personal Effectiveness (1) - Basic 5. Speaking Effectively (1) - Basic 6. Writing Effectively (1) - Basic 7. Championing and Applying Innovation (1) - Basic 8. Planning and Delivering (1) - Basic 9. Managing Information (1) - Basic	Public Assistance and Liaison Division (PALD)
2	Administrative Aide V	ADA5-42-2005	SG 5	PhP14, 007.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	1. Exemplifying Integrity (1) - Basic 2. Delivering Service Excellence (1) - Basic 3. Solving Problems and Making Decisions (1) - Basic 4. Demonstrating Personal Effectiveness (1) - Basic 5. Speaking Effectively (1) - Basic 6. Writing Effectively (1) - Basic 7. Championing and Applying Innovation (1) - Basic 8. Planning and Delivering (1) - Basic 9. Managing Information (1) - Basic	Office of the Directors

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 **January 31, 2020**.

- 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;
- 2 Performance ratings in the last two (2) semesters 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
csro8hrd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.