

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 F. GABON, Ph. D.
Chief Human Resource Specialist

Date: March 9, 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 | Attorney III | ATY3-13-2020 | SG 21 | Php60, 901.00 | Bachelor of Laws | 16 hours of Mandatory Continuing Legal Education within the last five (5) years | One (1) year demonstrated ability in professional legal work which include trial work, prosecution, and/or collaborating with prosecutors and fiscals in administrative/criminal cases | RA 1080 (BAR) | 1. Exemplifying Integrity (3) - Advanced 2. Delivering Service Excellence (3) - Advanced 3. Solving Problems and Making Decisions (3) - Advanced 4. Demonstrating Personal Effectiveness (3) - Advanced 5. Speaking Effectively (3) - Advanced 6. Writing Effectively (3) - Advanced 7. Championing and Applying Innovation (2) - Intermediate 8. Planning and Delivering (1) - Basic 9. Managing Information (2) - Intermediate | Office of the Regional Director |
| 2 | Human Resource Specialist II | PS2-11-2020 | SG 16 | Php36, 628.00 | Bachelor's Degree in Political Science, Legal Management, Bachelor of Laws or other related courses | 16 hours of training in research and data analysis, policy interpretation, program/project implementation, and frontline/customer services within the last 5 years | One (1) year demonstrated ability in research and data analysis, policy interpretation, program/project implementation, and frontline/customer services | 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 | Office of the Regional Director |

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 **March 19, 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;
- 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
cscro8hrd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

