

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: **May 5, 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 | Administrative Officer II | NEW | SG 11 | 23,877.00 | Bachelor's Degree | None | None | Career Service (Professional)/Second Level Eligibility | 1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (2) - Intermediate 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 (2) - Intermediate | Public Assistance and Liaison Division (PALD) |
| Brief Description of the General Functions of the Position: | | Provide Frontline Services and consultation to clients. Prepares communication and Press releases. Handles programs of the Public Assistance and Liaison Division. Conducts conciliation meetings and prepares /submits reports. | | | | | | | | |

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 **May 15, 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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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: **May 5, 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 | Administrative Assistant II (Clerk IV) | ADAS2-40-2005 | SG 8 | 18,251.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | 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 | Management Services Division (MSD) |
| Brief Description of the General Functions of the Position: | | Responsible for setting up, operating and maintaining audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing board and related electronic equipment for conferences/seminar-workshops and/or meetings in the CSC Function/Meeting Rooms in providing technical support. | | | | | | | | |

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 **May 15, 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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.