


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 vacant position, which is 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: **October 12, 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	60,901.00	Bachelor of Laws	16 hours of Mandatory Continuing Legal Education	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
Brief Description of the General Functions of the Position:		Responsible for the provision of efficient and effective delivery of the functions of the Anti-Red Tape Unit (ARTU) anchored on RA 11032 - Ease of Doing Business and Efficient Government Service Delivery Act of 2018.								

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 **October 22, 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 vacant position, which is 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: October 12, 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		
1	Personnel Specialist II (HR Specialist II)	PS2-114-2005	SG 16	36,628.00	Bachelor's Degree	16 hours relevant training in frontline services and operations, technical writing, program/project management	1 year 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	Human Resource Division (HRD)
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.								

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 October 22, 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
csro8hrd@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 vacant position, which is 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: **October 12, 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	ADOF2-37-2005	SG 11	23,877.00	Bachelor's Degree	Eight (8) hours training on government procurement law, basic computer operations, customer service skills	One (1) year demonstrated ability in supplies and property management and procurement and other related administrative work.	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 (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	Management Services Division (MSD)
Brief Description of the General Functions of the Position:		Responsible for the procurement activities by checking the completeness of documents, conducting canvass through phone, evaluating price quotations and preparing abstract and purchase orders to make sure that procurement was done in accordance with RA 9184 (Procurement Act) and specifications of the requisitioning unit/division.								

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 **October 22, 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.