

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: _____

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	Supervising Human Resource Specialist	SVPS-74-2005	22	65,319.00	Bachelor's Degree	32 hours of relevant training in policy research, project management within last 5 years	3 years demonstrated ability in policy/program development and/or implementation	Career Service (Professional) / Second Level Eligibility	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 (3) - Advanced 8.Planning and Delivering (2) - Intermediate 9.Thinking Strategically (1) - Basic	Biliran

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 **NOVEMBER 14, 2019**.

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** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Statement/Response to the key selection criteria (competencies required) in at least two pages with the following details:

- a. Font Face: Times New Roman
- b. Font Size: 12
- c. Spacing : Double Space
- d. 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 RQ VIII, Government Center, Palo, Leyte

cscro8hrd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.