


Republic of the Philippines
CIVIL SERVICE COMMISSION
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:


JAY M. MERELIS
Chief Human Resource Specialist
Date: June 1, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Attorney V	ATY5-70-2005	25	102,690.00	Bachelor of Laws	40 hours of training in management and supervision and 40 hours in Mandatory Continuing Legal Education	3 years of demonstrated ability in legal investigation, research, case management, 1 year experience in management and supervision	RA 1080 (Attorney)	Core Competencies: Exemplifying Integrity (3), Delivering Service Excellence (3), Solving Problems and Making Decisions (3); Organizational Competencies: Speaking Effectively (3), Writing Effectively (3); Leadership Competencies: Building Collaborative, Inclusive Working Relationships (1), Managing Performance and Coaching for Results (1), Thinking Strategically and Creatively (1), Creating and Nurturing a High Performing Organization (1); Technical Competencies: Legal Management (3), Policy Interpretation and Implementation (3)	CSC Regional Office VIII - Legal Services Division

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 June 13, 2023.

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 rating period preceding this publication (if applicable);
3. Authenticated copy of Certificate of Eligibility (Bar); and
4. Authenticated copy of Transcript of Records.

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.

Brief Description of the General Functions of the Position:
Responsible for assisting the Attorney VI (Division Chief) in overseeing the efficient and effective delivery of quasi-judicial functions of the Division through substantive supervision of work of staff, and other technical tasks assigned, such as but not limited to: conduct of hearings, drafting of resolutions, decisions, and other legal communications both on disciplinary and non-disciplinary cases brought before the Commission; renders rulings and legal opinions and provides legal counseling to the walk-in and phone in clients.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ATTY. MARILYN E. TALDO
Director IV
Civil Service Commission RO VIII
Government Center, Palio, Leyte
ro08@csc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.