

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:


DR. BANELLO P. GABON

Chief Human Resource Specialist

Date:

May 16, 2022

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	Personnel Specialist II (HR Specialist II)	PS2-129-2005	16	38,150.00	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	CSC Leyte Field Office

Brief Description of the General Functions of the Position:
Responsible in performing administrative and technical tasks to carry out field operations e.g. processing of appointments, conducting personnel management audit, provision of technical assistance on human resource development; rendering legal opinion and advice on application and interpretation of CS law and rules; monitoring of compliance on personnel policies, systems and standards.

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 26, 2022.

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:

ATTY. MARILYN E. TALDO

Director IV

Civil Service Commission RO VIII

Government Center, Palo, Leyte

cscro8recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Computer Technician	Contract of Service	10	22,190.00	Graduate of B.S. Information Technology (or any related courses)	None required	1 year relevant experience in the field of IT	Preferably with Civil Service Eligibility	<ul style="list-style-type: none"> • Excellent in the use of MS Office • Can work excellently under pressure with minimal supervision. • Can diagnose, repair and maintain hardware and software components. • Knowledgeable and familiar with Network Administrator tasks. • Basic Graphic Layouting Skills and Video Editing with the use of Adobe Photoshop or other multi-media editing softwares. • Has knowledge on developing computer programs using any programming language. 	Office of the Regional Director (ORD)

Brief Description of the General Functions of the Position:

Responsible for the preventive and corrective maintenance of ICT equipment (PC Desktops, laptops, printers, scanners, and network switches and routers); monitor licenses of proprietary software in the desktop and laptop computers to ensure that these are not expired and are religiously updated; and update ICT Equipment Inventory every quarter and submit report.

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Electronic copy to be submitted to the CSC FO must be in MS Excel format

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					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Contract of Service (COS) Worker	N/A	11	23,877.00	Bachelor's Degree	None required	Preferably with experience on Information Technology particularly in navigating various online meeting/video- conferencing platforms to be used in the conduct of online/virtual assistance and assessment	Preferably with Civil Service 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 (with good data gathering and analysis skills and good writing skills)	Policies and Systems Evaluation Division (PSED)

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