



Vacancy

TO ALL PROVINCIAL DIRECTORS

This Office

Dear Sir/Madam:

It is the policy of the CSC RO VIII to embrace the Equal Employment Opportunity to all persons regardless of age, sex, physical and mental disability, religion, gender, or other religion, gender, or other characteristics protected by the law.

In line with this, please effect publication of the following vacant positions in the CSC Bulletin of Vacant Positions in the Government

Position/Office	Salary Grade/ Annual Salary	Item No.	QUALIFICATION STANDARDS			
			Education	Work Experience	Training	Eligibility
(1) Supvgr Human Resource Specialist	SG 22/ 704,604.00	SVPS -72-2005	Bachelor's Degree	3 years demonstrated ability in policy / program development and/or implementation	32 hrs of relevant training in policy research, project management within last 5 years	Career Service (Professional)/ Second Level Eligibility
Brief Description of the General Function of the Position		Responsible for the development and interpretation of policies and standards on personnel mechanisms to ensure merit and fitness in the civil service.				

Required Competencies
<p>* Exemplifying Integrity <i>Advanced. Influences others to observe and/or adhere to the policies, rules and other standards set by the Commission</i></p> <p>* Delivering Service Excellence <i>Advanced. Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service</i></p> <p>* Solving Problems and Making Decisions <i>Advanced. Provides timely solutions to problems and decision dilemmas that do not have clearcut options and assumptions are partial or minimal and need to be identified.</i></p> <p>* Delivering Service Excellence <i>Advanced. Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service</i></p> <p>* Demonstrating Personal Effectiveness <i>Advanced. Recognizes personal strengths and gaps and seeks guidance or resources in laying out development and/or improvement plans.</i></p> <p>* Speaking Effectively <i>Advanced. Effectively delivers messages that require careful planning for the method used and the possible impact of the message; audience may be a large group, i.e., office, organization.</i></p> <p>* Writing Effectively <i>Advanced. Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy.</i></p> <p>* Championing and Applying Innovation <i>Advanced. Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures.</i></p> <p>* Planning and Delivering <i>Intermediate. Leads the design and implementation of plans, goals and/or objectives which involve members from other units.</i></p>

*** Thinking Strategically**

Basic. Displays awareness and demonstrates support to the vision, mission, values, objectives and purposes of CSC as indicated in the CSC Strategy Map/Road Map/ Scorecard.

Duties and Responsibilities

*** Program Management**

Demonstrates basic skills and working knowledge in program management. Applies basic understanding and requires to apply technical skills and displays limited knowledge of technologies.

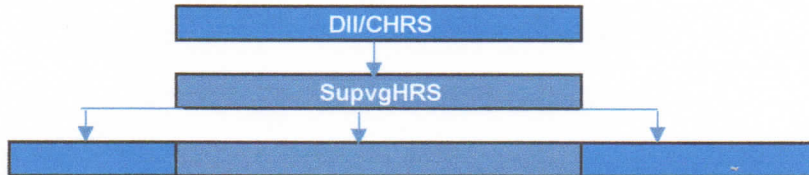
*** Policy Interpretation and Implementation**

Demonstrates basic skills and knowledge in Policy Interpretation and Implementation. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.

*** Performs other related tasks that may be assigned from time to time.**

Reporting to the: Director II / Chief Human Resource Specialist

Organizational Chart:



Only complete applications with the ff attachments shall be considered for assessment.

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded to www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication
3. Authenticated copy of Civil Service Certificate of Eligibility
4. Authenticated copy of Transcript of Records
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

End of Submission of Application: October 12, 2018 *af*

Interested and qualified applicants should signify interest in writing. Addressed to:

Director VICTORIA F. ESBER
 Director IV
 Civil Service Commission
 Regional Office No. 8
 Government Center, Palo, Leyte

Thank you.

Very truly yours,

af
CRISTY JOY Q. MACASIL
 Chief Human Resource Specialist
 Human Resource Division Head

Approved for Posting:

af
VICTORIA F. ESBER
 Director IV