

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 filed, at the CIVIL SERVICE COMMISSION in the CSC website:

Date:


JAY M. ARELOS
Chief Human Resource Specialist
March 28, 2023

No. (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 (Human Resource Specialist II)	PS2-11-2020	16	39,672.00	Bachelor's Degree in Political Science, Legal Management, Bachelor of Laws or other relevant courses	Sixteen (16) hours of training in research and data analysis, policy interpretation, program/project implementation, and frontline/customer services	One (1) year demonstrated ability in research and data analysis, policy interpretation, program/project implementation, and frontline/customer services	Career Service Professional/ Second Level Eligibility	Exemplifying Integrity (2); Delivering Service Excellence (2); Solving Problems and Making Decisions (2); Demonstrating Personal Effectiveness (2); Speaking Effectively (2); Writing Effectively (2); Championing and Applying Innovation (2); Planning and Delivering (1); and Managing Information (2)	Anti-Red Tape Unit (ARTU)

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 April 7, 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 Civil Service Certificate of Eligibility/Rating/License; and
 4. Authenticated copy of Transcript of Records.
- Note: Applications with incomplete documents shall not be entertained.
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 the preparation and receiving of communications and providing assistance to clients. Demonstrates basic skills and knowledge in Records Management.

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.