


Republic of the Philippines
CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII (CSC RO VIII)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the **CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII** in the CSC website:


BANELLO F. GABON, Ph. D.
Chief Human Resource Specialist

Date: June 2, 2021

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	Administrative Aide VI (Clerk III)	ADA6-83-2005	SG 6	16,200.00	Completion of two- year studies in college	Eight (8) hours training on government procurement law, basic computer operations, customer service skills within the last 5 years	One (1) year demonstrated ability in Secretariat tasks, basic computer operations, preservation and updating of records	Career Service Sub-Professional (First Level Eligibility)	1. Exemplifying Integrity (1) - Basic 2. Delivering Service Excellence (1) - Basic 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 (1) - Basic	Policies and Systems Evaluations Division (PSED)
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								

Instruction/Remarks :

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 **June 12, 2021**.

- 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:

VICTORIA F. ESBER
Director IV
Civil Service Commission RO VIII
Government Center, Palo, Leyte
cscro8hrd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.