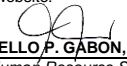


Republic of the Philippines
CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII
Request for Publication of Vacant Positions

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 P. GABON, Ph.D.
Chief Human Resource Specialist

Date: **July 08, 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)	
2	Contract of Service (COS) Workers	N/A	SG 11	23,877.00	Bachelor's Degree	None	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 <i>(with good data gathering and analysis skills and good writing skills)</i>	Policies and Systems Evaluation Division (PSED)
Brief Description of the General Functions of the Position:		Provides technical assistance to the Policies and Systems Evaluation Division (PSED) in the conduct of PRIME-HRM online assistance, assessment and other PRIME-HRM activities.								

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 **July 18, 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**

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.

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1	Computer Technician	Contract of Service	SG 10	21,205.00	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.								

Instruction/Remarks :

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