

Republic of the Philippines
CIVIL SERVICE COMMISSION
Regional Office No. VIII
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 CSC RO VIII in the CSC website:


BANELLO P. GABON

Chief Human Resource Specialist

Date: July 10, 2019

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 Assistant III	ADAS3-55-2005	9	17,975.00	Completion of two-year studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	- Exemplifying Integrity (1) - Delivering Service Excellence (1) - Solving Problems and Making Decisions (1) - Demonstrating Personal Effectiveness (1) - Speaking Effectively (1) - Writing Effectively (1) - Championing and Applying Innovation (1) - Planning and Delivering (1) - Managing Information (1)	Office of the Directors

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 20, 2019**.

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** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy 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 Regional Office No. VIII
cscro8hrd@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.