

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 vacant position, which is authorized to be filled, at the **CIVIL SERVICE COMMISSION REGIONAL OFFICE VIII** in the CSC website:


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

Date: **August 04, 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	Supervising Personnel Specialist (Supervising HR Specialist)	SVPS-73-2005	SG 22	68,415.00	Bachelor's Degree	32 Hours of relevant training in policy research, project management	3 years demonstrated ability in policy/program development and/or implementation	Career Service Professional (Second Level Eligibility)	1. Exemplifying Integrity (3) - Advanced 2. Delivering Service Excellence (3) - Advanced 3. Solving Problems and Making Decisions (3) - Advanced 4. Speaking Effectively (3) - Advanced 5. Writing Effectively (3) - Advanced 6. Building Collaborative, Inclusive Working Relationships (1) - Basic 7. Managing Performance and Coaching for Results (1) - Basic 8. Thinking Strategically and Creatively (1) - Basic 9. Creating and Nurturing a High Performing Organization (1)- Basic	CSC Eastern Samar Field Office
Brief Description of the General Functions of the Position:		Responsible for development and interpretation of policies and standards on human resource mechanisms to ensure merit and fitness in the civil service.								

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 **August 14, 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.