

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:


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

Date: November 03, 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		
1	Administrative Officer IV (Administrative Officer II)	ADOF4-10-2019	SG 15	33,575.00	Bachelor's Degree preferably in Business Administration, Commerce, Accounting, Banking and Finance and other allied courses	Sixteen (16) hours of training on government procurement, preferably on Government Procurement Reform Act and its Implementing Rules and Regulations	One (1) year experience in position/s that demonstrated the ability in procurement or property management	Career Service Professional (Second Level Eligibility)	1. Exemplifying Integrity (2) - Intermediate 2. Delivering Service Excellence (1) - Basic 3. Solving Problems and Making Decisions (1) - Basic 4. Demonstrating Personal Effectiveness (2) - Intermediate 5. Speaking Effectively (1) - Basic 6. Writing Effectively (2) - Intermediate 7. Championing and Applying Innovation (1) - Basic 8. Planning and Delivering (1) - Basic 9. Managing Information (2) - Intermediate	Management Services Division
Brief Description of the General Functions of the Position:		Responsible in coordinating with various units pertaining to the preparation and submission of Proposed Procurement Management Plan (PPMP) and monitoring the schedule of procurement based on the submitted PPMP. Arranges and coordinates with BAC Meetings as well as monitors procurement activities and and milestones,prepares and submits documents/reports to relevant agencies.								

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 **November 13, 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.