


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 CIVIL SERVICE COMMISSION in the CSC website:

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

Date:

2-Dec-19

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	6	Php 14,847	Completion of two-year studies in college	None Required	None Required	Career Service (SubProfessional / 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 Evaluation Division
1	Administrative Officer II	ADOF2-37-2005	11	Php 20,754	Bachelor's Degree	1 year demonstrated ability in supplies and property management and procurement and other related administrative work.	8 hours training on government procurement law, basic computer operations, customer service skills within the last 5 years	Career Service (Professional / Second Level 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	Management Services Division

The CSC encourages all interested and qualified applicants including persons with disability (PWD) and members of the indogenous communities irrespective of sexual orientation and gender identity to apply. Interested and qualified applicants should signify their interest in writing. In Attach the following documents to the application letter and send to the address below not later than **December 12, 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](http://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.
5. Statement/ Response to Key Selection Criteria (Competencies Required), in at least 2 pages with the following details:
  - a. Font Face- Times New Roman
  - b. Font Size - 12
  - c. Spacing- Double
  - d. Paper Size- Legal

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


**VICTORIA F. ESBER**  
\_\_\_\_\_  
Director IV  
\_\_\_\_\_  
Government Center, Palo, Leyte  
\_\_\_\_\_  
[cscro8hrd@gmail.com](mailto:cscro8hrd@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide VI (Clerk III)	ADA6-85-2005	6	Php 14,847	Completion of two-year studies in college	None Required	None Required	Career Service (SubProfessional / 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	Examination Services Division

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