

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
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 on the CSC website:

  
**JAY M. MERELOS**  
Chief Human Resource Specialist

Date: January 12, 2024

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	Special Investigator III	SP13-47-2005	18	46,725.00	Bachelor's Degree in Political Science, Legal Management, Bachelor of Laws	Twenty-four (24) hours of relevant training in legal investigation, research, case management	Two (2) years demonstrated ability in legal research, case management	Career Service Professional/ Second Level Eligibility	<b>Core Competencies:</b> Exemplifying Integrity (2); Delivering Service Excellence (2); Solving Problems and Making Decisions (2); <b>Organizational Competencies:</b> Demonstrating Personal Effectiveness (2); Speaking Effectively (2); Writing Effectively (2); Championing and Applying Innovation (2); Planning and Delivering (1); and Managing Information (2); <b>Technical Competencies:</b> Legal Management (2); Policy Interpretation and Implementation (2)	Legal Services Division (LSD)
2	Administrative Aide VI (Clerk III)	ADA6-85-2005	6	17,553.00	Completion of two year studies in college	Eight (8) hours of relevant training	One (1) year of relevant experience	Career Service Sub-Professional/First Level Eligibility	<b>Core Competencies:</b> Exemplifying Integrity (1); Delivering Service Excellence (1); Solving Problems and Making Decisions (1); <b>Organizational Competencies:</b> Demonstrating Personal Effectiveness (1); Speaking Effectively (1); Writing Effectively (1); Championing and Applying Innovation (1); Planning and Delivering (1); and Managing Information (1); <b>Technical Competencies:</b> Program Management (1); Policy Interpretation and Implementation (1)	Examination Services Division (ESD)

Interested and qualified applicants should signify their interest in writing. Upload the following documents with the application letter to the link below **not later than January 27, 2024.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);

2. Performance rating in the last rating period preceding this publication (if applicable);
3. Proof of Eligibility - Report of Rating/license/certificate of admission to the Bar/certificate of eligibility/eligibility card (original copy, authenticated copy, certified true copy, photocopy, scanned copy)
4. Authenticated copy of Transcript of Records.

Applications with incomplete documents or lacking requirements shall not be entertained.

The CSC encourages all interested applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply.

**Brief Description of the General Functions of the Position for Special Investigator III:**

Responsible for providing legal advice and formulating decisions and resolutions based on the Revised Rules on Administrative Cases in the Civil Service (RRACCS) for the just and speedy disposition of cases filed before the Legal Services Division (LSD).

**Brief Description of the General Functions of the Position for Administrative Aide VI:**

Responsible for the preparation and receiving of communications and providing assistance to clients. Demonstrates basic skills and knowledge in Records Management.

**QUALIFIED APPLICANTS** are advised to address their application letter to the head of office and upload the documentary requirements to the link provided:

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**ATTY. MARILYN E. TALDO**

Director IV

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Civil Service Commission Regional Office  
VIII Government Center, Palo, Leyte

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<https://cscro8.online/ors/>

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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**