


Republic of the Philippines
CIVIL SERVICE COMMISSION RO 8
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 RO8 in the CSC website:


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

Date: MARCH 22, 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 AIDE V	ADA5-42-2005	5	13,481.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) /First Level Eligibility	****	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 MARCH 22, 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.
5. Statement/Response to the key selection criteria (competencies required) in at least two pages with the following details:
 - a. Font Face: Times New Roman
 - b. Font Size: 12
 - c. Spacing: Double Space
 - d. Paper Size: Legal

- **** Exemplifying Integrity (Basic)
- Delivering Service Excellence (Basic)
- Solving Problems and Making Decisions (Basic)
- Demonstrating Personal Effectiveness (Basic)
- Speaking Effectively (Basic)
- Championing and Applying Innovation (Basic)
- Planning and Delivering (Basic)
- Managing Information (Basic)

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.