



Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
 Regional Office VIII  
 Government Center, Palo, Leyte

**Vacancies**

**TO ALL PROVINCIAL DIRECTORS**

*This Office*

**Dear Sir/Madam:**

It is the policy of the CSC RO VIII to embrace the Equal Employment Opportunity to all persons regardless of age, sex, physical and mental disability, religion, gender, or other religion, gender, or other characteristics protected by the law.

In line with this, please effect publication of the following vacant positions in the CSC Bulletin of Vacant Positions in the Government

Position/Office	Salary Grade/ Annual Salary	Item No.	QUALIFICATION STANDARDS			
			Education	Work Experience	Training	Eligibility
* (4) Human Resource Specialist I  *Anticipated vacancy	SG 13/ Php290,688.00	PS1-75-2005 PS1-80-2005 PS1-83-2005 PS1-85-2005	Bachelor's Degree	None required	None required	Career Service (Professional)/ Second Level Eligibility
Brief Description of the General Function of the Position		Under general supervision, responsible in the various phases of property and supplies maintenance such as canvassing, preparing and awarding of bids, delivering, storekeeping, releasing, controlling and conduct of inventory of property and supplies of the Commission.				
Required Core Competencies						
<ul style="list-style-type: none"> <li>* <b>Exemplifying Integrity</b> <i>Intermediate.</i> Demonstrates compliance to policies, rules and other standards set by the Commission.</li> <li>* <b>Delivering Service Excellence</b> <i>Basic.</i> Delivers and adds value to customers' standards and requirements.</li> <li>* <b>Solving Problems and Making Decisions</b> <i>Basic.</i> Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.</li> <li>* <b>Demonstrating Personal Effectiveness</b> <i>Intermediate.</i> Recognizes personal strengths and gaps and depends on guidance from authorities or appropriate bodies for direction in addressing them</li> <li>* <b>Speaking Effectively</b> <i>Basic.</i> Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials.</li> <li>* <b>Writing Effectively</b> <i>Intermediate.</i> Refers to and/or uses existing communication materials or templates to produce own written work.</li> <li>* <b>Championing and Applying Innovation</b> <i>Basic.</i> Demonstrates an awareness of basic principles of innovation.</li> <li>* <b>Planning and Delivering</b> <i>Basic.</i> Designs and implements plans focused on one's functional group or area of focus and involving team members from the same group</li> <li>* <b>Managing Information</b> <i>Intermediate.</i> Works with data to generate relevant information</li> </ul>						

**Duties and Responsibilities**

\* **Record Management**  
 Demonstrates basic skills and knowledge in records management. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.

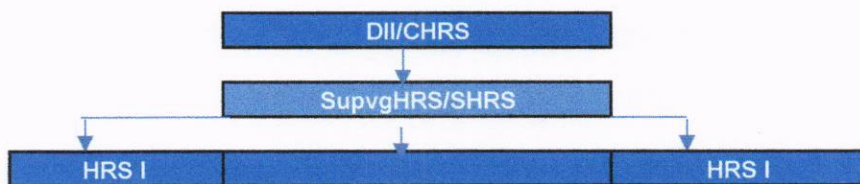
\* **Secretariat and Liaison Services**  
 Demonstrates basic skills and knowledge in secretariat and liaison services. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.

\* **Information Technology**  
 Demonstrates basic skills and knowledge in information technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.

\* **Performs other related tasks that may be assigned from time to time.**

Reporting to the: **Director II / Chief Human Resource Specialist**

**Organizational Chart:**



**Only complete applications with the ff attachments shall be considered for assessment.**

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded to [www.csc.gov.ph](http://www.csc.gov.ph)
2. Performance ratings in the last two (2) semesters preceding this publication
3. Authenticated copy of Civil Service Certificate of Eligibility
4. Authenticated copy of Transcript of Records
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

**End of Submission of Application: June 22, 2018**

Interested and qualified applicants should signify interest in writing. Addressed to:

**Director VICTORIA F. ESBER**  
 Director IV  
 Civil Service Commission  
 Regional Office No. 8  
 Government Center, Palo, Leyte

Thank you.

Very truly yours,

*Cristy Joy Q. Macasil*  
**CRISTY JOY Q. MACASIL**  
 Chief Human Resource Specialist  
 Human Resource Division Head

Approved for Posting:

*V. Esber*  
**VICTORIA F. ESBER**  
 Director IV