



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

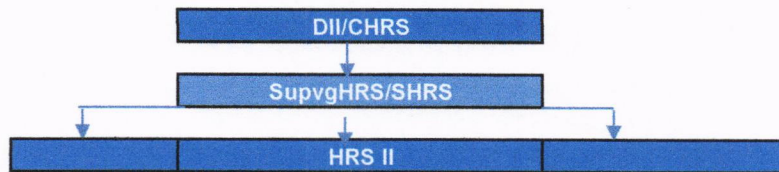
Position/Office	Salary Grade/ Annual Salary	Item No.	QUALIFICATION STANDARDS			
			Education	Work Experience	Training	Eligibility
*(2) Human Resource Specialist II  *Anticipated vacancy	SG 16/ Php381,180.00	PS2-114-2005 PS2-129-2005	Bachelor's Degree	1 year demonstrated ability in managing frontline services and operations, technical writing, policy interpretation and application	16 hours of relevant training in managing frontline services and operations, technical writing, within the last 5 years	Career Service (Professional)/ Second Level Eligibility
Brief Description of the General Function of the Position		Under general supervision, the position is responsible in performing administrative and technical tasks to carry out field office operations e.g. processing of appointments, conducting personnel management audit, provision of technical assistance on human resource development, rendering legal opinion and advice on application and interpretation of CS law and rules, and monitoring of compliance on personnel policies, systems and standards.				
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>Intermediate.</i> Delivers and adds value to customers' standards and requirements.</li> <li>* <b>Solving Problems and Making Decisions</b> <i>Intermediate.</i> Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity</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>Intermediate.</i> Effectively delivers messages that require some planning for the method used and the possible reception to the message, audience may be a controlled group, i. e., team/s, divisions</li> <li>* <b>Writing Effectively</b> <i>Intermediate.</i> Edits existing or customizes available communication materials to produce an appropriate written work</li> <li>* <b>Championing and Applying Innovation</b> <i>Intermediate.</i> Contributes new ideas, approaches, and solutions</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**

- \* **Audit Management**  
Demonstrates basic skills and knowledge in Audit Management. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.
- \* **Learning Delivery and Evaluation**  
Demonstrates basic skills and knowledge in Learning Delivery and Evaluation. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.
- \* **Policy Interpretation and Implementation**  
Demonstrates basic skills and knowledge in Policy Interpretation and Implementation. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.
- \* **Records 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.
- \* **Test Administration**  
Demonstrates basic skills and knowledge in Test Administration. 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:**



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

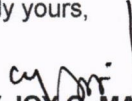
**End of Submission of Application: June 22, 2018**

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**  
Chief Human Resource Specialist  
Human Resource Division Head

Approved for Posting:

  
**VICTORIA F. ESBER**  
Director IV