

CIVIL SERVICE COMMISSION
Office for Human Resource Management and Development

NOTICE OF VACANT POSITIONS
as of August 18, 2017

Position/Office	Salary Grade/ Level/ Annual Salary	Item No.	Qualification Standards (MC No. 5, s.2016)			
			Education	Work Experience	Training	Eligibility
Director IV Civil Service Commission Regional Office No. I San Fernando City, La Union Civil Service Commission Regional Office No. IX Cabatangan, Zamboanga City	SG 28 Second Level ₱ 1,156,356.00	DIR4-43-2005 DIR4-51-2005 DIR4-55-2005	Master's Degree OR Certificate in Leadership and Management from the CSC	5 years of supervisory/ management experience	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service Professional/ 2 nd Level Eligibility
Brief Description of the General Function of the Director IV Position, CSC Regional Office	Responsible for the day-to-day operations of the CSC Regional Office such as, but not limited to, the implementation of civil service law and rules, policies, and standards on HR management and provision of technical advice and assistance to government offices and agencies regarding HR administration.					
REQUIRED COMPETENCIES:						
Competencies	Proficiency Level and Core Description					
Exemplifying Integrity	<i>Advanced: Influences others to observe and/or adhere to the policies, rules and other standards set by the Commission/Organization.</i>					
Delivering Service Excellence	<i>Advanced: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service.</i>					
Solving Problems and Making Decisions	<i>Advanced: Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions are partial or minimal and need to be identified.</i>					
Building Collaborative, Inclusive Working Relationships	<i>Superior: Builds and then leverages on collaborative partnerships and networks to deliver or enhance work outcomes.</i>					

Managing Performance and Coaching for Results	<i>Superior: Leads the organization by example and through coaching towards a performance-based culture and the achievement of public service performance standards.</i>
Leading Change	<i>Advanced: Constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external consultant.</i>
Thinking Strategically and Creatively	<i>Superior: Interprets the complex and volatile nature of the environment to the agency or organization and adaptively moves it into a more strategic position where it can better address the challenges it faces both now and into the future.</i>
Creating and Nurturing a High Performing Organization	<i>Superior: Fosters and cultivates a shared sense of commitment between and/or among groups, departments and clients despite differences and/or complexities of relationships and leads the organization towards a learning culture committed to continuous improvement and talent development.</i>

This Office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI). Applicants should signify interest in writing. Attach the following documents to the application letter and HAND IN OR SEND THROUGH A COURIER TO THE ADDRESS BELOW NOT LATER THAN **AUGUST 29, 2017**. Applicants with complete requirements and who meet the minimum qualification standards will undergo a competency-based assessment process.

Documents:

1. Fully accomplished, updated, and signed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212 Revised 2017) and Work Experience Sheet as attachment which are downloadable at the CSC website www.csc.gov.ph (Downloads – Forms – Office for Human Resource Management and Development – Personal Data Sheet)
2. Photocopy of Performance Evaluations in the last two (2) semesters preceding this publication
3. Photocopy of Certificate of Eligibility
4. Photocopy of Transcript of Records

Send to: **Director IV EDITHA M. DELA PEÑA**
Office for Human Resource Management and Development
CIVIL SERVICE COMMISSION
IBP Road, Brgy. Batasan Hills
Quezon City 1126

Code: D4 Search