



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

**Vacancy**

**TO ALL PROVINCIAL DIRECTORS**

*This Office*

**Dear Sir/Madam:**

It is the policy of the CSC RO VIII to embrace the Equal Employment Opportunity Principle by including all persons regardless of age, sex, and mental disability, religion, gender, and including indigenous people of ethnic/cultural minorities protected by the Philippine law.

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

Position/Office	Salary Grade/ Annual Salary	Item No.	Number of Vacancy	QUALIFICATION STANDARDS			
				Education	Work Experience	Training	Eligibility
Senior Human Resource Specialist  Management Service Division	SG 19/ Php436,908.00	SRPS-232-2005	1 (one)	Bachelor's Degree	2 years demonstrated ability in managing frontline services and operations, technical writing, policy interpretation and application, program/project management	24 hours of relevant training in frontline services and operations, technical writing, program/project management within last 5 years	Career Service (Professional)/ Second Level Eligibility
Brief Description of the General Function of the Position		Responsible for planning, promoting, monitoring, implementing and evaluating of the Honor Awards Program to recognize and reward outstanding public officials and employees in the civil service with supervision of the Chief Human Resource Specialist.					
<b>DUTIES AND RESPONSIBILITIES</b>							
<b>1. Program Management</b> Demonstrates intermediate skills and working knowledge in Project Management. Applies limited technical skills and demonstrates limited knowledge of emerging technology.							
<b>2. Policy Interpretation and Implementation</b> Demonstrates intermediate skills and working knowledge in Policy Interpretation. Applies limited technical skills and demonstrates limited knowledge of emerging technology.							
<b>3. Performs other related tasks that may be assigned from time to time.</b>							
<b>REQUIRED COMPETENCIES AS KEY SELECTION CRITERIA</b>							
* <b>Exemplifying Integrity</b> <i>Intermediate.</i> Demonstrates compliance to policies, rules and other standards set by the Commission.							
* <b>Delivering Service Excellence</b> <i>Intermediate.</i> Delivers and adds value to customers' standards and requirements.							
* <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							
* <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							
* <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							
* <b>Writing Effectively</b> <i>Intermediate.</i> Edits existing or customizes available communication materials to produce an appropriate written work							
* <b>Championing and Applying Innovation</b> <i>Intermediate.</i> <del>Contributes</del> <b>Contributes</b> new ideas, approaches, and solutions							

\* **Planning and Delivering**

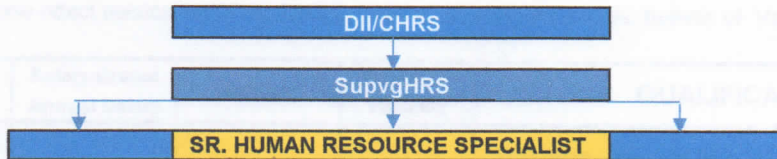
*Basic.* Designs and implements plans focused on one's functional group or area of focus and involving team members from the same group

\* **Managing Information**

*Intermediate.* Works with data to generate relevant information.

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: January 4, 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,

**NILIA L. FILAMOR, DM-HRM**

Chief Human Resource Specialist

Human Resource Division Head

MC