



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
(5) Supvg Human Resource Specialist *Anticipated Vacancy	SG 22/ 511,824.00	SVPS -72-2005 SVPS -73-2005 SVPS -74-2005 SVPS -75-2005 SVPS -NEW-2005	Bachelor's Degree	3 years demonstrated ability in policy / program development and/or implementation	32 hrs of relevant training in policy research, project management within last 5 years	Career Service (Professional)/ Second Level Eligibility
Brief Description of the General Function of the Position		Responsible for the development and interpretation of policies and standards on personnel mechanisms to ensure merit and fitness in the civil service.				

Required Competencies

- * **Exemplifying Integrity**
Advanced. Influences others to observe and/or adhere to the policies, rules and other standards set by the Commission
- * **Delivering Service Excellence**
Advanced. Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service
- * **Solving Problems and Making Decisions**
Advanced. Provides timely solutions to problems and decision dilemmas that do not have clearcut options and assumptions are partial or minimal and need to be identified.
- * **Delivering Service Excellence**
Advanced. Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service
- * **Demonstrating Personal Effectiveness**
Advanced. Recognizes personal strengths and gaps and seeks guidance or resources in laying out development and/or improvement plans.
- * **Speaking Effectively**
Advanced. Effectively delivers messages that require careful planning for the method used and the possible impact of the message; audience may be a large group, i.e., office, organization.
- * **Writing Effectively**
Advanced. Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy.
- * **Championing and Applying Innovation**
Advanced. Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures.
- * **Planning and Delivering**
Intermediate. Leads the design and implementation of plans, goals and/or objectives which involve members from other units.

- * **Thinking Strategically**
Basic. Displays awareness and demonstrates support to the vision, mission, values, objectives and purposes of

CSC as indicated in the CSC Strategy Map/Road Map/ Scorecard.

Duties and Responsibilities

*** Program Management**

Demonstrates basic skills and working knowledge in program management. Applies basic understanding and requires to apply technical skills and displays limited knowledge of technologies.

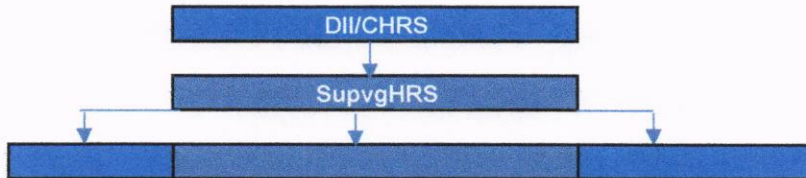
*** Policy Interpretation and Implementation**

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.

*** 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
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:
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 - 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,

Nila L. Filamor
NILA L. FILAMOR, DM-HRM
Chief Human Resource Specialist
Human Resource Division Head



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* (2) Human Resource Specialist II *Anticipated vacancy	SG 16/ Php322,536.00	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"> * Exemplifying Integrity <i>Intermediate.</i> Demonstrates compliance to policies, rules and other standards set by the Commission. * Delivering Service Excellence <i>Intermediate.</i> Delivers and adds value to customers' standards and requirements. * Solving Problems and Making Decisions <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 * Demonstrating Personal Effectiveness <i>Intermediate.</i> Recognizes personal strengths and gaps and depends on guidance from authorities or appropriate bodies for direction in addressing them * Speaking Effectively <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 * Writing Effectively <i>Intermediate.</i> Edits existing or customizes available communication materials to produce an appropriate written work * Championing and Applying Innovation <i>Intermediate.</i> Contributes new ideas, approaches, and solutions * Planning and Delivering <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 * Managing Information <i>Intermediate.</i> Works with data to generate relevant information 						
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.

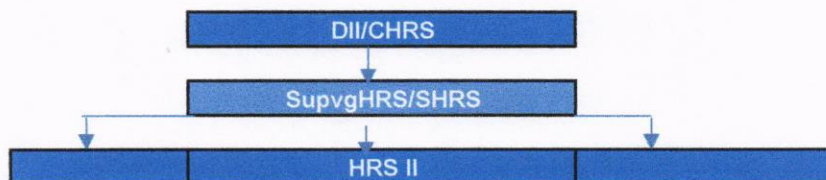
* **Test Administration**

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**

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			Education	Work Experience	Training	Eligibility
* (4) Human Resource Specialist I *Anticipated vacancy	SG 13/ Php257,232.00	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						
<p>* Exemplifying Integrity <i>Intermediate.</i> Demonstrates compliance to policies, rules and other standards set by the Commission.</p> <p>* Delivering Service Excellence <i>Basic.</i> Delivers and adds value to customers' standards and requirements.</p> <p>* Solving Problems and Making Decisions <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.</p> <p>* Demonstrating Personal Effectiveness <i>Intermediate.</i> Recognizes personal strengths and gaps and depends on guidance from authorities or appropriate bodies for direction in addressing them</p> <p>* Speaking Effectively <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.</p> <p>* Writing Effectively <i>Intermediate.</i> Refers to and/or uses existing communication materials or templates to produce own written work.</p> <p>* Championing and Applying Innovation <i>Basic.</i> Demonstrates an awareness of basic principles of innovation.</p> <p>* Planning and Delivering <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</p> <p>* Managing Information <i>Intermediate.</i> Works with data to generate relevant information</p>						
Duties and Responsibilities						
<p>* 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.</p> <p>* Secretariat and Liaison Services Demonstrates basic skills and knowledge in secretariat and liaison services. Applies basic understanding and requires</p>						

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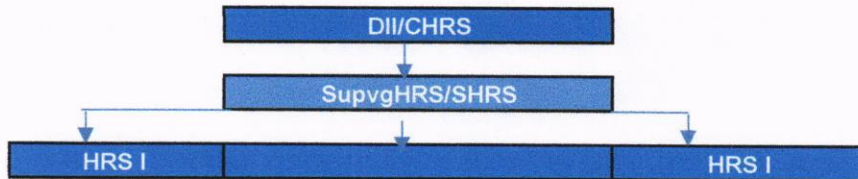
*** Information Technology**

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.**

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			Education	Work Experience	Training	Eligibility
* (2) Administrative Assistant II *Anticipated vacancy	SG 8/A Php179,172.00	ADAS2-39-2005 ADAS2-40-2005	High School Graduate or Completion of vocational course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional)/First Level Eligibility
Brief Description of the General Function of the Position		Responsible for the preparation and receiving of communication, and providing assistance to clients using system application to easily search for Civil Service records and setting-up, operating and maintaining audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for conferences/ seminar-workshops and /or meetings in the CSC Function/ Meeting Rooms and providing technical support.				
Required Core Competencies						
<ul style="list-style-type: none"> * Exemplifying Integrity Basic. Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules. * Delivering Service Excellence Basic. Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers * Solving Problems and Making Decisions Basic. Provides timely solutions to problems and decision dilemmas that 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. * Demonstrating Personal Effectiveness Basic. Responds effectively to guidelines and feedback on one's performance, well being and learning discipline. * Speaking Effectively Basic. Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. * Writing Effectively Basic. Refers to and/or uses existing communication materials or templates to produce own written work. * Championing and Applying Innovation Basic. Demonstrates an awareness of basic principles of innovation. * 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 						
<ul style="list-style-type: none"> * Managing Information Basic. Collects, organizes and maintains data. 						
Duties and Responsibilities						
<ul style="list-style-type: none"> * 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.

* **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.

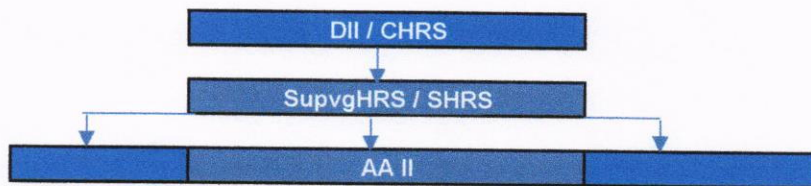
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* (2) Administrative Assistant III *Anticipated vacancy	SG 9/ Php192,612.00	ADAS3-55-2005 ADAS3-57-2005	Completion of two - year studies in college	1 year demonstrated ability in Secretarial tasks, basic computer operations, preservation and updating of records	16 hours training on records maintenance, basic computer operations or other related training within the last 5 years	Career Service Sub-Professional (First Level Eligibility)
Brief Description of the General Function of the Position		Responsible for the preparation and receiving of communication using logbook, and providing assistance to clients using system application to easily search for Civil Service records				
Required Core Competencies						
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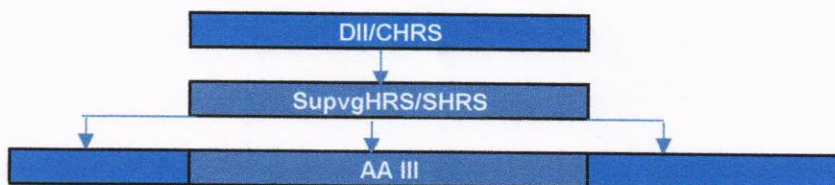
* **Information Technology**

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* (2) Administrative Officer II *Anticipated vacancy	SG 11/A Php228,924.00	ADOF2-37-2005 ADOF2-NEW-2005	Bachelor's Degree	1 year demonstrated ability in supplies and property management and procurement and other related administrative works.	Eight (8) hours training in government procurement law, basic computer operations, customer service skills within the last 5 years.	Career Service (Professional)/ Second Level Eligibility
Brief Description of the General Function of the Position		Responsible for the procurement activities by checking the completeness of documents, conducting canvass through phone, evaluating price quotations and preparing abstract and purchase orders to make sure that procurement was done in accordance with RA 9184 (Procurement Act) and specifications of the requisitioning unit				
Required Core Competencies						
<p>* Exemplifying Integrity <i>Intermediate.</i> Demonstrates compliance to policies, rules and other standards set by the Commission.</p> <p>* Delivering Service Excellence Basic. Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers</p> <p>* Solving Problems and Making Decisions Basic. Provides timely solutions to problems and decision dilemmas that 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.</p> <p>* Demonstrating Personal Effectiveness Basic. Responds effectively to guidelines and feedback on one's performance, well being and learning discipline.</p> <p>* Speaking Effectively Basic. Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials.</p> <p>* Writing Effectively Basic. Refers to and/or uses existing communication materials or templates to produce own written work.</p> <p>* Championing and Applying Innovation Basic. Demonstrates an awareness of basic principles of innovation.</p> <p>* 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</p> <p>* Managing Information Basic. Collects, organizes and maintains data.</p>						

Duties and Responsibilities

* **Supplies and Property Management**

Demonstrates basic skills and knowledge in supplies and property management. Applies basic understanding and requires to apply technical skills and displays limited knowledge of technologies.

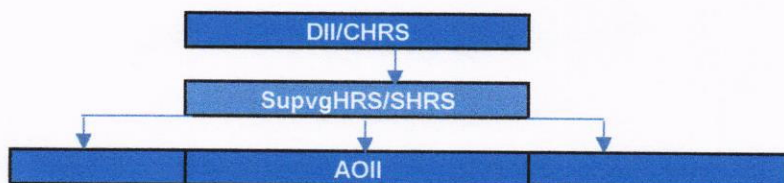
* **Records Management**

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			Education	Work Experience	Training	Eligibility
* (5) Administrative Aide VI *Anticipated vacancy	SG 6/A Php155,052.00	ADA6-83-2005 ADA6-84-2005 ADA6-85-2005 ADA6-86-2005 ADA6-87-2005	Completion of two-year studies in college	1 year demonstrated ability in Secretarial tasks, basic computer operations, preservations and updating of records	Eight (8) hours training on records maintenance, computer literacy or other related training within the last 5 years	Career Service Sub-Professional (First Level Eligibility)
Brief Description of the General Function of the Position		Responsible for the effective and efficient management of legal documents to facilitate data necessary to respond to follow-up, documentary requirements queries from government agencies and general public as well as reportorial requirements prescribed by the Offices in the Commission.				
Required Core Competencies						
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* Record Management						

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* **Secretariat and Liaison Services**

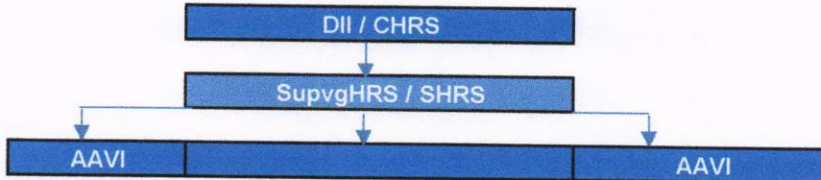
Demonstrates basic skills and knowledge in secretariat and liaison services. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.

* **Information Technology**

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Civil Service Commission
Regional Office No. 8
Government Center, Palo, Leyte

Vacancy

TO ALL PROVINCIAL DIRECTORS

This Office

Dear Sir/Madam:

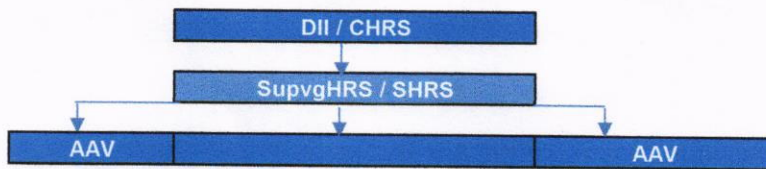
It is the policy of the CSC RO VIII to embrace the Equal Employment Opportunity Principle by including all persons regardless of age, sex, physical and mental disability, religion, gender, and including indigenous people of ethnic/cultural minorities protected by the Philippine law.

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.	QUALIFICATION STANDARDS			
			Education	Work Experience	Training	Eligibility
*(2) Administrative Aide V	SG 5 Php144,228.00	ADA5-41-2005	High School Graduate	One (1) year demonstrated ability in basic computer operations, secretarial tasks, maintain and updating of records.	None required	None required (MC 11, s. 1996 - Category III)
		ADA5-42-2005				
*anticipated vacancy						
Brief Description of the General Function of the Position		Responsible in the various phases of basic computer operations, secretarial tasks, maintain and updating of records.				
Required Core Competencies						
<ul style="list-style-type: none"> * Exemplifying Integrity Basic. Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules. * Delivering Service Excellence Basic. Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers * Solving Problems and Making Decisions Basic. Provides timely solutions to problems and decision dilemmas that 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. * Demonstrating Personal Effectiveness Basic. Responds effectively to guidelines and feedback on one's performance, well being and learning discipline. * Speaking Effectively Basic. Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. * Writing Effectively Basic. Refers to and/or uses existing communication materials or templates to produce own written work. * Championing and Applying Innovation Basic. Demonstrates an awareness of basic principles of innovation. * 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 Basic. Collects, organizes and maintains data. 						

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
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,

Nila L. Filamor
NILA L. FILAMOR, DM-HRM
Chief Human Resource Specialist
Human Resource Division Head