

Republic of the Philippines
CIVIL SERVICE COMMISSION
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (CSC RO IV) in the CSC website:

Date: Friday, September 15, 2017

Karin Litz P. Zerna
KARIN LITZ P. ZERNA
Regional Director

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V	ADOF 5-50-2005	SG 18	428,316.00	Bachelor's degree	24 hours of relevant training in procurement and bid rules and regulations, work management and resource management, accounting and audit rules and regulation, and financial analysis	2 years demonstrated ability in procurement and bid work, research and evaluation, work management, resource management, accounting and audit work, and financial analysis	Career Service (Professional) Second Level Eligibility, RA 1080 (CPA)	<ul style="list-style-type: none"> • Exemplifying Integrity Intermediate: Demonstrates compliance to policies, rules and other standards set by the Commission. • Delivering Services Excellence Intermediate: Delivers and adds value to customers' standards and requirements. • Solving Problems and Making Decisions Intermediate: 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 Intermediate: Recognizes personal strengths and gaps and depends on guidance from authorities or appropriate bodies for direction in addressing them. • Speaking Effectively Intermediate: 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, division. • Writing Effectively Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work. • Championing and Applying Innovation Intermediate: Contributes 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. 	CSC Regional Office No IV

Performs technical work/assistance in the preparation and implementation of the work program/activities of CSCRO-4 and other functions that may be assigned.
Preferably CPA (RA 1080).

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) to apply for the above vacant position

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 15, 2017

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

DIRECTOR KARIN LITZ P. ZERNA

Director IV

Civil Service Commission Region 4

139 Panay Avenue, Barangay South Triangle, Quezon City

email address: cscro4_hrd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.