

Republic of the Philippines
Civil Service Commission Regional Office No. III
Request for Publication of Vacant Positions

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Place of Assignment	Qualification Standards				
						Education	Training	Experience	Eligibility	Competency
1	Attorney IV	ATY4-41-2005	23	787,248.00	CSCRO III - Legal Services Division	Bachelor of Laws	24 hours of Mandatory Continuing Legal Education (5 years recency of relevant training)	2 years demonstrated ability in professional legal work which includes trial work, prosecution and/or collaborating with prosecutors and fiscals in administrative/ criminal cases	RA 1080 (Bar)	<p>Exemplify Integrity (Advanced): Influences others to observe and/or adhere to the policies, rules and other standards set by the Commission.</p> <p>Delivering Service Excellence (Advanced): Anticipates, identifies, and manages stakeholders' standards and requirements towards excellent customer service.</p> <p>Solving Problems and Making Decisions (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.</p> <p>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.</p> <p>Writing Effectively (Advanced): Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy.</p> <p>Championing and Applying Innovation (Intermediate): Contributes new ideas, approaches, and solutions.</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 (Intermediate): Works with data to generate relevant information.</p>

Brief Description of the General Function of the Attorney IV Position:

Performs duties, functions and responsibilities for the efficient and effective exercise of the quasi-judicial power of the CSC including, but not limited to: legal counseling and investigation and resolution of disciplinary and non-disciplinary administrative cases filed before the Regional Office.

The CSC highly encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities, irrespective of sexual orientation and gender identities, to apply.

1. Fully accomplished under oath 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. Certified True Copy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through a courier their application and documents to:

Director IV NELSON G. SARMIENTO

Civil Service Commission Regional Office No. III
Diosdado Macapagal Government Center, City of San Fernando, Pampanga

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.