

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:

Monday, January 15, 2018

Regional Director

*Karin Litzp. Zerna*  
KARIN LITZP. ZERNA

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment	
					Education	Training	Experience	Eligibility	Competency (if applicable)		
2	Chief Human Resource Specialist (2 vacant items)	CPS-64-2005	SG 24	772,992.00	Master's degree or Certificate in Leadership and Management	40 hours of training in management and supervision and 40 hours training preferably in recruitment, placement; learning and development; employee welfare; and within the last 5 years	4 years in position involving management and supervision and 2 years demonstrated ability in recruitment, selection and placement; learning and development; employee welfare;	4 years in position involving management and supervision and 2 years demonstrated ability in examination administration ; documents	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>• Exemplifying Integrity, Advanced: Influences others to observe and/or adhere to the policies, rules and other standards set by the Commission.</li> <li>• Delivering Service Excellence Advanced: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service</li> <li>• Solving Problem and Making Decision 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.</li> <li>• Championing and Applying Innovation Advanced: Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures.</li> <li>• Planning and Delivering Advanced: Manages plans, goals and/or objectives that impact the whole organization.</li> <li>• Building Collaborative, Inclusive Working Relationship Intermediate: Builds partnerships and networks to deliver or enhance work outcomes.</li> <li>• Managing Performance and Coaching for Results Intermediate: Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</li> <li>• Leading Change Basic: Responds effectively to the need or reason for change and participates in the activities or initiatives inherent to it.</li> </ul>	CSC Regional Office No IV
		CPS-63-2005				40 hours of training in management and supervision and 40 hours training preferably in administration, documents					

				evaluation/ verification; implementation and enforcement of examination policies, rules and regulations; and within the last 5 years	evaluation and verification; implementation and enforcement of examination policies, rules and regulations	Views, concerns, and aspirations; creates team cohesion and improves individual and team performance  Functional: Superior: Demonstrates superior ability in recruitment, selection and placement; learning and development; employee welfare Superior: Demonstrates superior ability in examination administration; documents evaluation and verification; implementation and enforcement of examination policies, rules and regulations
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**Performs technical work/assistance in the preparation and implementation of the work program/activities of CSCRO-4 and other functions that may be assigned.**

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 February 15, 2018

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](http://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](mailto:cscro4_hrd@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**