# Notice of Vacant Position
May 12, 2015

## CIVIL SERVICE COMMISSION
Office for Human Resource Management and Development

### Position
**Administrative Officer II**
(Central Office)

### Office
Office for Human Resource Management and Development (OHRMD)

### Salary Grade/Annual Salary
SG 11/ P 222,588.00

### Item No.
ADOF2-36-2005

### Education
Bachelor’s degree

### Work Experience
1 year of relevant experience

### Training
4 hours of relevant training

### Eligibility
Career Service Professional/Second Level Eligibility

### Brief Description of the General Function of the Position
OHRMD – Under minimal supervision, evaluates requests for on-the-job training, monitors and consolidates reports on OJT and other HRD interventions of CSC officials and employees, and assists in the conduct of learning and development activities.

### REQUIRED COMPETENCIES
- **Exemplifying Integrity**
  Intermediate: Demonstrate compliance to policies, rules and other standards set by the Commission/Organization.

- **Delivering Service Excellence**
  Basic: Complies with 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 works.

• **Championing and Applying Innovations**  
  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**  
  Intermediate: Works with data to generate relevant information.

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and send to the address below not later than **May 22, 2015**. Applicants with complete requirements and who meet the competency-based qualification standards shall undergo an assessment, the schedule of which will be announced at a later date.

**Documents:**

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance ratings in the last two (2) semesters preceding this publication;
3. Photocopy of Civil Service Certificate of Eligibility; and
4. Photocopy of Transcript of Records.

**Send to:**

**Director EDITHA M. DELA PEÑA**  
Office for Human Resource Management and Development  
Civil Service Commission, IBP Road  
Constitutional Hills, 1126 Quezon City