

Place of Assignment :	CSC RO VII, Examination Services Division
Position Title :	Personnel Specialist I (Human Resource Specialist I)
Plantilla Item No. :	PS1-100-2005
Salary/Job/Pay Grade :	13
Monthly Salary :	Php 31,320.00
Eligibility :	Career Service Professional / Second Level Eligibility
Education :	Bachelor's Degree
Training :	none required
Work Experience :	none required
Competency :	CORE <ul style="list-style-type: none">• Exemplifying Integrity Intermediate: Demonstrates compliance to policies, rules and other standards set by the Commission.• 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. ORGANIZATIONAL <ul style="list-style-type: none">• 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 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**

Intermediate: Edits existing or customizes available communication materials to produce an appropriate written work.

- **Championing and Applying Innovation**

Basic: Demonstrates an awareness of basic principles of innovation.

- **Planning and Delivering**

Basic: Designs and implements plans and focused on one's functional group or area or focus and involving team members from the same group.

- **Managing Information**

Intermediate: Works with data to generate relevant information.

FUNCTIONAL

- **Test Administration**

- **Policy Implementation**

Instructions/Remarks :

The CSC highly encourages interested and qualified applicants including persons with disability (PWD) members of indigenous communities and those from any sexual orientation, identities and expressions (SOGIE) to apply.

Interested and qualified applicants should signify interest in writing and attach to their application the required documents and send to the email address below and fill in this link:

<https://forms.gle/mb8W3dWF6TdvCvml7> not later than **5 June 2023**. Those who will submit had copies of application letters and supporting documents must make sure that these will be received by **5:00 p.m. of 5 June 2023**.

Documents:

1. Application letter (specifying the position applied for and its date of publication);
2. Fully accomplished UNDER OATH Personal Data Sheet (PDS) including the Work Experience Sheet (WES) with recent passport-size picture with name and signature (CS Form No. 212, Series of 2017) which can be downloaded at www.csc.gov.ph;
3. Copy of Performance Rating in the last rating period (for government employees only);
4. Copy of Certificate of Eligibility or Professional License;

5. Copy of Transcript of Records; and
6. Copy of training certificates.

QUALIFIED APPLICANTS are advised to fill in this link <https://forms.gle/mb8W3dWF6TdcVmL7> and hand in or send through couriered/email their application to:

CARLOS A. EVANGELISTA

Director IV

CSC RO VII, Sudlon, Lahug, Cebu City

ro07@csc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 22, 2023

Closing Date : June 05, 2023