

Place of Assignment : Office of the Assistant Commissioner for Support and Administrative Services (Central Office)

Position Title : Assistant Commissioner

Plantilla Item No. : ACOM-19-2005

Salary/Job/Pay Grade : 29

Monthly Salary : Php 167,432.00

Eligibility : Career Service Professional/ Second Level Eligibility

Education : Master's Degree or Certificate in Leadership and Management from the CSC

Training : 120 hours of supervisory/ management learning and development intervention

Work Experience : Five (5) years of supervisory/ management experience

Competency :

- **Exemplifying Integrity**
Superior: Actively advocates the policies, rules and other standards set by the Commission
- **Delivering Service Excellence**
Superior: Builds and shapes CSC service culture and strategy and provides leadership in service delivery
- **Solving Problems and Making Decisions**
Superior: Provides timely solutions to problems even without available data and comes up with appropriate and sound alternatives to resolve a decision dilemma.
- **Building Collaborative Inclusive Working Relationships**
Superior: Builds and then leverages on collaborative partnerships and networks to deliver or enhance work outcomes
- **Managing Performance and Coaching for Results**
Superior: Leads the organization by example and through coaching towards a performance-based culture and the achievement of public service performance standards

- **Leading Change**

Superior: Plans, defines and exhibits buy-in and full support for the change management plan to succeed organization wide to improve organizational effectiveness

- **Thinking Strategically and Creatively**

Superior: Interprets the complex and volatile nature of the environment to the agency or organization and adaptively moves it into a more strategic position where it can better address the challenges it faces both now and into the future

- **Creating and Nurturing High Performing Organization**

Superior: Builds and cultivates a shared sense of commitment between and/or among groups, departments and clients despite differences and/or complexities of relationships and leads the organization towards a learning culture committed to continuous improvement and talent development

Instructions/Remarks :**Brief Description of the General Function of the Position:**

Performs functional supervision by integrating and continually the perspectives, processes and practices on CSC internal concerns to Regional Offices and concerned Central Offices by: establishing common objectives, directions and programs; promoting best practices; facilitating communication among the process owners; and, conducting research and policy review and formulation.

The Civil Service Commission (CSC) 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 online.

Please note that applications shall be acted only upon submission of COMPLETE documents NOT LATER THAN 14 July 2023, as follows:

1. Letter of Intent addressed to **Acting Director IV ROSALITA B. RANCES-PETACA** of the Office for Human Resource Management and Development. Kindly indicate the Title and the Item Number of position(s) applied in the letter.
2. Fully accomplished under oath Personal Data Sheet (PDS) with a recent passport-sized photo (CS Form No. 212, Revised 2017), with the required Work Experience Sheet (WES), downloadable at the CSC website (Downloads - Forms - OHRMD - PDS) - <http://bit.ly/3VXLMjg>. **The PDS and WES should be converted into a single PDF file.**
3. Performance rating in the last rating period (if applicable)
4. Certificate of Eligibility/Rating/License

5. Transcript of Records
6. Training Certificates (for positions with training requirements). **All submitted certificates should be converted into a single PDF file.**

For inquiries, you may email the Talent Acquisition and Retention Division at **ohrmd.tard@gmail.com**

Applicants are advised to upload the requirements in the CSC Central Office Job Application Form by clicking this link: <https://forms.gle/RY1GVBgZ3cHHAGC2A>. The documents should be converted into Portable Document Format (PDF) with a maximum total file size of 5 MB.

Posting Date : June 30, 2023

Closing Date : July 14, 2023