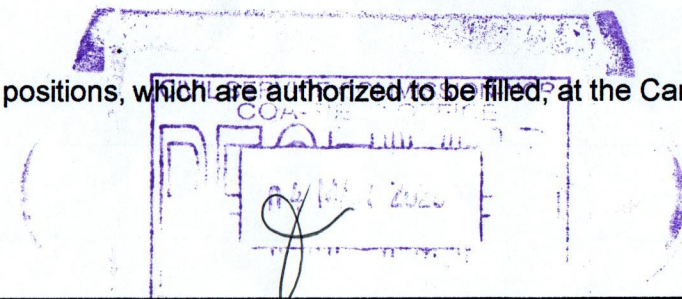


Republic of the Philippines  
**Career Executive Service Board**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Career Executive Service Board in the CSC website:



*JOCELYN P. LACHICA*  
**JOCELYN P. LACHICA**  
HRMO

Date: 3-Mar-20

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Personnel Specialist II	CESBC-PS2- 1-1999	16	35,106.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Please see attachment	CESB-Quezon City

Interested applicants who meet the required qualifications regardless of gender, disability, civil status, ethnicity, religion, etc., should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 20, 2020.

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 last rating period (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:

**HIRO V. MASUDA, CESO IV**

Officer-in-Charge, Office of the Executive Director

No. 3 Marcelino St., Isidora Hills Subd., Brgy. Holy Spirit, Diliman, Quezon City

[hr@cesboard.gov.ph](mailto:hr@cesboard.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## **CORE COMPETENCIES**

1. Exemplifying Integrity and Professionalism
2. Communicating Effectively
3. Demonstrating Personal Effectiveness
4. Demonstrating Interpersonal Skills
5. Critical Thinking
6. Manifesting Business Acumen
7. Planning and Organizing

## **FUNCTIONAL COMPETENCIES**

1. Project and Events Management
2. Information and Technology
3. Oral and Written Communication Skills
4. Knowledge Specific to the Position Applied For