

CIVIL SERVICE COMMISSION

Constitution Hills, Batasang Pambansa Complex
Diliman 1126 Quezon City

VACANT POSITIONS

► ASSISTANT COMMISSIONER

Salary Grade : 29
Item Nos. : **ACOM-19-2005**
ACOM-20-2005
Annual Salary : ₱495,168.00

Qualification Standards:

Education : *Bachelor's Degree*
Experience : *3 years of supervisory experience*
Training : *None required*
Eligibility : *CS Professional Level / 2nd Level Eligibility*
(Per OM No. 67, s. 2009)

Preferred Qualifications. The ideal candidates must have;

1. Proven integrity and commitment to public service;
2. No pending administrative and criminal cases;
3. A graduate degree in any of the following areas:
public administration, political science, human resource,
law, management, economics, sociology, communications,
or related fields;
4. At least five (5) years of solid professional experience;
5. Effective communication skills; and
6. Management expertise.

Functions. The Assistant Commissioner shall:

Assist the Commission in overseeing activities in support of the CSC mandate to promote morale, efficiency, responsiveness, courtesy and integrity among civil servants, and to improve public services;

Monitor and coordinate programs, projects and activities of the Commission to help ensure compliance with and implementation of the Commission's directives, policies, and priorities;

Liaise between the Commission and the offices under him/her, regularly relaying the Commission's guidance and instructions to them, advising the Commission on their concerns and views, reporting on their performance, and recommending measures to enhance their operations, morale, and development;

Recommend undertakings to the Commission, help design and manage approved initiatives, and may be tasked to represent the Commission in special activities of the bureaucracy.

► **DIRECTOR IV**

Salary Grade : 28

Item Nos. : **DIR4-58-2005**
(Office of the Chairman, CSC Central Office)

DIR4-43-2005
(CSC RO I, San Fernando City, La Union)

DIR4-52-2005
(CSC CAR, Baguio City)

DIR4-55-2005
(CSC ARMM, Cotabato City)

Annual Salary : ₱468,312.00

Qualification Standards:

Education : *Bachelor's Degree*
Experience : *3 years of supervisory experience*
Training : *None required*
Eligibility : *CS Professional Level / 2nd Level Eligibility*
(Per OM No. 67, s. 2009)

Functions. Generally, a Director IV shall:

Initiate, administer, and monitor the plans and programs of the office in line with the vision, mission, goals, and values of the Commission;

Manage, supervise, and monitor the implementation of programs and projects of the Commission;

Develop, direct, manage, and control the resources, special projects, and operations of the office;

Form linkages and networks with government offices, non-governmental organizations, and the private sector in the conduct of CSC programs and projects;

Ensure full promotion of CSC programs and projects through wide scale publicity, fora, consultations, and dialogues with clients; and

Represent the Chairman and/or the Commissioner in special activities, as the case may be.

Interested qualified candidates may submit updated and comprehensive resume to:

**CIVIL SERVICE COMMISSION
Batasan Hills, Diliman
Quezon City**

Attention: OPMD – AsCom / D IV Search

Deadline of filing of application is on March 1, 2010.