

Republic of the Philippines  
**Laguna Lake Development Authority**  
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 Laguna Lake Development Authority in the CSC website:

LILIBETH C. JOVES

HRMO

Date: July 28, 2021

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla<br>Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards |                                 |                                  |                 |   | Place of<br>Assignment                |
|-----|--|-----------------------|---------------------------------|-------------------|-------------------------|---------------------------------|----------------------------------|-----------------|---|---------------------------------------|
|     |  |                       |                                 |                   | Education               | Training                        | Experience                       | Eligibility     | Competency<br>(if applicable)   |                                       |
| 1   | Attorney III   | 37                    | 21                              | 57,805.00         | Bachelor of Laws        | 4 hours of<br>relevant training | 1 year of relevant<br>experience | R.A. 1080 (BAR) | <b>Professionalism</b> (Advanced) - Acknowledges other's desire for professional development and creates a team atmosphere towards mutual improvement. <b>Personal Accountability</b> (Advanced) - Holds self and others accountable for making principled decisions; identifies and addresses unethical behaviors head on. <b>Stress Management</b> (Advanced) - Treats change and new situations or new/additional assignments as opportunities for learning of growth. <b>Managerial Courage</b> (Intermediate) - Provides positive reinforcement and corrective balance feedback to others. <b>Risk Management</b> (Advanced) - Recommends parameters for the designation of duties and responsibilities in order to assess and manage risks. <b>Persuading and Influencing</b> (Intermediate) - Demonstrates personal pride in one's work and conveys enthusiasm to bring others on board. <b>Legal Expertise</b> (Advanced) - Renders legal advice regarding all questions, issues, problems affecting the day-to-day operation of LLDA. <b>Alternative Dispute Resolution (ADR) Expertise</b> (Advanced) - Seeks additional resources or moves to a different strategy for resolving the issues. | Legal and<br>Adjudication<br>Division |

|   |                                     |     |    |           |                   |               |               |  |   |                         |
|---|-------------------------------------|-----|----|-----------|-------------------|---------------|---------------|--|---|-------------------------|
| 2 | Human Resource Management Officer I | 193 | 11 | 20,754.00 | Bachelor's degree | None required | None required | Career Service (Professional) Second Level Eligibility | <b>Professionalism</b> (Intermediate) - Accepts responsibility for outcomes (positive or negative) of one's work, and takes clear corrective action when needed. <b>Personal Accountability</b> (Intermediate) - Recognizes ways to improve productivity and customer service. <b>Stress Management</b> (Intermediate) - Maintains effectiveness when experiencing major changes in work tasks. <b>Computer Literacy</b> (Intermediate) - Connects computer peripherals and configures desktop environment and application for efficient operation. <b>Recruitment and Selection</b> (Basic) - Knows the Civil Service Rules on recruitment. <b>Learning Needs Analysis</b> (Basic) - Knows the rationale for conducting LDNA and its necessity to align with the Authority's vision/mission and its policies. <b>Learning and Development Administration</b> (Basic) - Coordinates with the stakeholders (internal and external) of the program to ensure attainment of programs/goals/objectives. | Administrative Division |
|---|-------------------------------------|-----|----|-----------|-------------------|---------------|---------------|--|---|-------------------------|

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 8, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017)(with required Work Experience Sheet) 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. Authenticated copy of certificate of eligibility from CSC or authenticated copy of PRC ID (license) whichever is applicable; and
4. Photocopy of Transcript of Records and Training Certificates.
5. Letter of Intent

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**LILIBETH C. JOVES**

Human Resource Management Officer IV

National Ecology Center, East Avenue Diliman, Quezon City

[ad@llda.gov.ph](mailto:ad@llda.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**