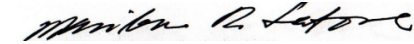


**Republic of the Philippines
(LGU-Villareal, Samar)**

Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of LGU-Villareal, Samar in the CSC website.



MARILOU R. LATORRE

Municipal Mayor

Date:

09/09/2019

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards							
					Education	Training	Experience	Eligibility	Competency (if applicable)		Place of assignment	
1	Municipal Treasurer	2018-14	4	750,660.00	Bachelor's Degree Preferably in Commerce	3 years experience in the treasury or accounting service	3 years experience in the treasury or accounting service	First grade or its equivalent/BCLTE	Building Collaborative and Inclusive Working Relationships	The ability to build and maintain a network of reciprocal, high trust, synergetic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.	INTERMEDIATE builds partnerships and networks to deliver or enhance work outcomes.	
									Managing performance and coaching for results	The ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, promoting the value of continuous learning and improvement.	INTERMEDIATE Creates tools and/or applies new methods in correcting and improving below standard or non-complaint performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.	Mun. Treasurer's Office

									Leading change	The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging groups to understand, accept and commit to the change agenda. It also includes advancing and susutaining change.	INTERMEDIATE Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.	
									Thinking strategically	- The ability to "see the big picture", think multi-dimensuonally, craft innovative solutions, iderntify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.	INTERMEDIATE Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's deptment or functional area.	
									Creating and nurturing a high performing organization	The ability to create a high performing organizational culture that is purpose driven, results based, client focused and team oriented.	INTERMEDIATE Builds a shared sense of destiney among individuals with seemingly disperate views, concerns and aspirations; creates team cohesion and improves individual and team performance.	
2	Administrative Aide-I (Utility)	2018-39-2	1	99,612.00	Must be able to read and write	None Required	None Required	None Required				Mayor's Office

Interested and qualified applicants should signify their interest in writing. Attached the folowing documents to the application letter and send to the address below not later than _____.

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 present position for one (1) year (if applicable)
3. Photocopy of certificates of eligibilty/rating/license; and
4. Photocopy of Transcript of Records

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



MARILOU R. LATORRE

Municipal Mayor

LGU-Villareal, Samar

maloulatorre58@yahoo.com

APPLICANTS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.