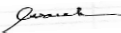


Republic of the Philippines  
LGU-Villarea, Samar  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the (LGU-Villarea, Samar) in the CSC website:

  
MARIA NENITA VARELA  
HRMO

Date: Nov. 07, 2019

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	Department Head 1 (Municipal Health Officer)	2018-23	24	83,406.00	Doctor of Medicine	None	3 years experience in medical practitioner	RA 1080	Building Collaborative and Inclusive Working Relationship	INTERMEDIATE & ADVANCED	Builds partnership and networks to deliver or enhance work outcome Strengthen and deepens partnerships and networks to deliver or enhance work outcomes	Rural Health Unit, Villareal, Samar
									Managing performance and coaching for result	INTERMEDIATE & ADVANCED	Applies the appropriate action using available tools to ensure that performance matches standards Monitors staff's performances objectively	
									Leading change	INTERMEDIATE & ADVANCED	Implements plans or activities related to a change initiative affecting one's functional area or expertise Spearheads the implementation of the planned change	
									Thinking strategically	INTERMEDIATE & ADVANCED	Plans purposively for work strategies Adjust and reorganizes plans to suit changing directions and priorities of the organization	
									Advocating Public Health	INTERMEDIATE & ADVANCED	Involve large groups and employs different strategies Convinces internal and external clients, and trains them to be advocates too	

								Case Management	INTERMEDIATE & ADVANCED	Guides and informs clients throughout the process Ensure good outcome/resolution of the case		
								Conflict Resolution	INTERMEDIATE & ADVANCED	Prevent conflicts Explores all angles and brings opposing sides to middle ground		
								Computer Literacy	INTERMEDIATE & ADVANCED	Utilizes ICT tools and application system with ease and confidence		
2	Department Head 1 (Local Disaster Risk Management Officer)	2018-21	24	62,555.00	Bachelor's Degree	24 hours of training in management supervision on DRRM	4 years in position mgt. & supervision, 1 year of which is relevant to DRRM	Second Level eligibility	Building Collaborate 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 within thw organization and with external stakeholders.	INTERMEDIATE builds partnerships and networks to deliver or enhance work outcomes.	Department Head 1 (Local Disaster Risk Management Office)
								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 continous learning and improvement.	INTERMEDIATE Creates tools and/or applies new methods in correcting and improving below standard or non-complait performance of individuals or group, using knowledge and skills in coaching to enable them to self-initiate solution for their growth and development.		


									Leading change	The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging groups to understand, accepts and commit to the change agenda. It also includes advancing and sustaining change.	Implements plans or activities related to 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-dimensionally, craft innovative solutions, identify 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 initiative based on how one can support, extend or align to the goals of one's department or functional area.	
									Creative 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 destiny among individuals with seemingly disparate views, concerns and aspirations; creates teams cohesion and improves individual and team performance.	
3	Department Head 1 (Municipal Treasurer)	2018-14	24	750,660.00	Bachelor's Degree Preferably in Commerce, Public Administration or Law	None Required	3 years experience in the treasury or accounting service	First grade or its equivalent/BC LTE Passer	Building Collaborative and Inclusive Working Relationship	The ability to build and maintain a network of reciprocal, high trust, synergistic 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 build partnerships and networks to deliver or enhance work outcomes.	Municipal Treasurer's Office

									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 group, using knowledge and skills in coaching to enable them to self-initiate solution for their growth and development.	
									Leading change	The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging groups to understand, accepts and commit to the change agenda. It also includes advancing and susutaining change.	Implements plans or activities related to change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.	
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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 \_\_\_\_\_.

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 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:

  
 \_\_\_\_\_  
**MARIA NENITA VARELA**  
 HRMO  
 LGU-VILLAREAL, SAMAR  
 \_\_\_\_\_  
[maloulatorre58@yahoo.com](mailto:maloulatorre58@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.