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 <u>(LGU-Villareal, Samar)</u> in the CSC website:



No.	Position Title (Parenthetical Title, if applicable)	Plantilla	Salary / Job/ Pay Grade		Qualification Standards							
				Pay Salary	Education	Training	Experience	Eligibility		Competency (if applicable)		Place of Assignment
1	Municipal Treasurer	2018-14	24	62,555.00	Bachelor's Degree Preferably in Commerce, Public Administration on Law	None	experience in the treasury or accounting	First grade civil service eligible or its equivalent/BC LTE Passer				Municipal Treasurer's Office

2	Municipal Government Department Head (Local Disaster Risk Reduction and Management Officer)	2018-21	24	62,555.00	Bachelor's Degree	24 hours of training in manageme nt and supervision on DRRM	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	Career service professional/2 nd Level Eligibility	Building Collaborate and Inclusive Working Relationships	The ability to build and maintain a network of reciprocal, high trust, sysnergetic 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.	Local Disaster Risk Reduction and 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 inprovement.	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	

				Leading change	momenturn for organizational change. It involves engaging groups to understand, accepts and commit to the change agenda. It also includes advancing and	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	innovative solutions, iderntify connections berween situations or things that are not obviously realated, and come up with new ideas and different ways to	INTERMEDIATE Creates or defines goals and initiative based on how one can support, extend or align to the goala of one's department or functional area.	

						INTERMEDIATE	
						Builds a shares	
					The ability to create a	sence of destiney	
				Creative and	high performing	among individuals	
				nurturing a	organizational culture	with seemingly	
				high	that is purpose driven,	disperate views,	
				performing	results based, client	concerns and	
				organization	focused and team	aspirations; creates	
					oriented.	teams cohesion	
						and improves	
	Plantilla Item No.					individual and	

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;

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:

MARIA NENITA VARELA HRMO LGU-VILLAREAL, SAMAR maloulatorre58@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.