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must be in MS Excel format

Republic of the Philippines
LGU, Provincial Government of Northern Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Provincial Government of Northern Samar.



JOCELYN J. ADDUN

PHRMDO

Date: _____

May 26, 2021

No.	Position Title (Parenthetical Title, If applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (Preference shall be given to applicants who possess the following competencies)	
1	Administrative Officer V (Administrative Officer III)	PHO 51-9	18/1	42,159.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<p>> Exemplifying Integrity (Intermediate) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Intermediate) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Intermediate) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Intermediate) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals.</p> <p>> Attention to Detail (Intermediate) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Intermediate) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>> Interpersonal Skills (Intermediate) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	PHO

2	Administrative Aide III (Clerk I)	PHO 10-26	3/1	13,019.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	<p>> Exemplifying Integrity (Basic) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Basic) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Basic) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Basic) The ability to use internal and external resources effectively to achieve individual, team, and organizational goals.</p> <p>> Attention to Detail (Basic) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	PHO
3	Medical Laboratory Technician I	PHO 113-1	6/1	15,524.00	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080 (Medical Laboratory Technician)	<p>> Exemplifying Integrity (Basic) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Basic) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Basic) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Basic) The ability to use internal and external resources effectively to achieve individual, team, and organizational goals.</p> <p>> Attention to Detail (Basic) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	PHO

4	2 MEDICAL TECHNOLOGIST I	PHO 112-1 ADH 112-4	11/1	22,316.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	<p>> Exemplifying Integrity (Basic) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Basic) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Basic) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Basic) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals.</p> <p>>Attention to Detail (Basic) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Basic) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>>Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	PHO and ADH
5	10 Nursing Attendant I	NSPH 128-15 NSPH 128-21 ADH 128-31 ADH 128-33 CapulDH 128-38 GBTMH 128-49 GBTMH 128-51 GBTMH 128-53 GBTMH 128-55 SADH 128-60	4/1	13,807.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<p>> Exemplifying Integrity (Basic) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Basic) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Basic) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Basic) The ability to use internal and external resources effectively to achieve individual, team, and organizational goals.</p> <p>>Attention to Detail (Basic) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>>Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	NSPH ADH CapulDH GBTMH and SADH

6	Nursing Attendant II	GBTMH 127-8	6/1	15,524.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<p>> Exemplifying Integrity (Basic) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Basic) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Basic) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Basic) The ability to use internal and external resources effectively to achieve individual, team, and organizational goals.</p> <p>> Attention to Detail (Basic) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	GBTMH
7	6 Nurse I	NSPH 126-4 NSPH 126-12 NSPH 126-76 NSPH 126-77 ADH 126-31 SADH 126-66	11/1	22,316.00	Bachelor of Science in Nursing	None required	None required	RA 1080	<p>> Exemplifying Integrity (Intermediate) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Intermediate) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Intermediate) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Intermediate) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals.</p> <p>> Attention to Detail (Intermediate) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Intermediate) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>> Interpersonal Skills (Intermediate) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	NSPH ADH and SADH

8	5 Nurse II	GBTMH 125-17 GBTMH 125-18 GBTMH 125-20 SADH 125-21 SADH 125-22	15/1	32,053.00	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	<p>> Exemplifying Integrity (Intermediate) The ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Intermediate) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Intermediate) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Intermediate) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals.</p> <p>> Attention to Detail (Intermediate) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Intermediate) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>> Interpersonal Skills (Intermediate) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	GBTMH and SADH
9	2 Nurse III	ADH 106-9 CatubigDH 106-10	17/1	38,464.00	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	<p>> Exemplifying Integrity (Advanced) The ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Advanced) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Advanced) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Advanced) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals.</p> <p>> Attention to Detail (Advanced) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Advanced) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>> Interpersonal Skills (Advanced) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	ADH and CatubigDH

10	2 Nurse IV	BDH 134-2 CapulDH 134-3	19/1	46,791.00	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080	<p>> Exemplifying Integrity (Superior) The ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Superior) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Superior) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Superior) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals.</p> <p>> Attention to Detail (Superior) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Superior) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>> Interpersonal Skills (Superior) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	BDH and CapulDH
11	3 Medical Officer IV	NSPH 122-3 GBTMH 122-5 SADH 122-4	23/1	75,359.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	<p>> Exemplifying Integrity (Advanced) The ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Advanced) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Advanced) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Advanced) The ability to use internal and external resources effectively to achieve individual, team, and organizational goals.</p> <p>> Attention to Detail (Advanced) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Advanced) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>> Interpersonal Skills (Advanced) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p> <p>> Thinking Strategically and Creatively (Basic) 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.</p>	NSPH GBTMH SADH

12	Medical Specialist II	NSPH 121-9	23/1	75,359.00	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	<p>> Exemplifying Integrity (Advanced) The ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Advanced) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Advanced) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Advanced) The ability to use internal and external resources effectively to achieve individual, team, and organizational goals.</p> <p>>Attention to Detail (Advanced) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Advanced) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>>Interpersonal Skills (Advanced) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p> <p>>Thinking Strategically and Creatively (Basic) 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.</p>	NSPH
13	Nutritionist Dietician II	GBTMH 109-8	15/1	32,053.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	1 year of relevant experience	4 hours of relevant training	RA 1080	<p>> Exemplifying Integrity (Intermediate) The ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Intermediate) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Intermediate) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Intermediate) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals.</p> <p>>Attention to Detail (Intermediate) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Intermediate) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>>Interpersonal Skills (Intermediate) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	GBTMH

14	Administrative Officer I (Cashier I)	SADH 5-16 BDH 5-10	10/1	20,219.00	Bachelor's degree	None required	None required	Career Service (Professional) (Second Level Eligibility)	<p>> Exemplifying Integrity (Basic) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Basic) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Basic) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Basic) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals.</p> <p>> Attention to Detail (Basic) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Basic) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>> Interpersonal Skills (Basic)</p>	SADH and BDH
15	Social Welfare Officer I	SADH 138-1 PSWDO 138-2	11/1	22,316.00	Bachelors degree relevant to the job	None required	None required	RA 1080	<p>> Exemplifying Integrity (Intermediate) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Intermediate) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Intermediate) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Intermediate) The ability to use internal and external resources effectively to achieve individual, team, and organizational goals.</p> <p>> Attention to Details (Intermediate) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Professionalism (Intermediate) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>> Case Networking & Linkages (Intermediate) The ability to build and maintain effective & beneficial working relationship and partnership with other institutions, groups, stakeholders and intermediaries and leverage these contacts.</p> <p>> Case Management / Case Analysis (Intermediate) The ability to render assistance in implementing planned interventions for services or alternatives to meet th needs of disadvantaged clients</p>	SADH PSWDO

16	Chief of Hospital I	SVDH 117-9 BDH 117-3	24/1	85,074.00	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080	<p>> Exemplifying Integrity (Superior) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Superior) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Superior) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Leading Change (Intermediate) The ability to generate genuine enthusiasm and momentum for organisational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change.</p> <p>> Building Collaborative, Inclusive Working Relationships (Intermediate) The ability to build and maintain a network of reciprocal, high trust, synergistic working relationships within the organisation and across government and relevant sectors. This involves the ability to successfully leverage and maximise opportunities for strategic influencing within the organisation and with external stakeholders;</p> <p>> Thinking Strategically (Intermediate) The ability to "see a 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.</p> <p>> Managing Performance & Coaching for Results (Intermediate) 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, managing, talent, promoting the value of continuous learning and improvement.</p> <p>> Creating and Nurturing a High Performing Organization (Intermediate) The ability to create a high performing organisational culture that is purpose driven, results-based, client focused team-oriented</p>	SVDH BDH
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17	Administrative Aide IV (Driver II)	BDH 8-51	4/1	13,807.00	Elementary School Graduae	None Required	None required	Driver's License (MC 11, s. 96, Cat. II)	<p>> Exemplifying Integrity (Basic) The ability to exemplify high standards of professional behavior as public servant, adhering to ethical as well as moral principles, values and standards of public office.</p> <p>> Delivering Service Excellence (Basic) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> Solving Problems and Making Decisions (Basic) The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Basic) The ability to use internal and external resources effectively to achieve individual, team, and organizational goals.</p> <p>> Attention to Detail (Basic) The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>> Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	BDH
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interest in writing. Please attach the following documents to the application letter and send this to the address below not later than **June 14, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and work experience sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating/s in the present position for one (1) year (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:

JOCELYN J. ADDUN
PHRMDO
2nd Floor, Capitol Bldg., Brgy. Dalakit
Catarman, Northern Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED