

Republic of the Philippines  
LGU, Province 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: January 30, 2020

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 (Preference shall be given to applicants who possess the following competencies)	
1	Provincial Government Department Head (Provincial General Services Officer)	PGSO 66	26	102,072.00	He is a citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of a college degree on public administration, business administration, and management from a recognized college or university, and a first grade civil service eligible or its equivalent. He must have acquired experience in general services, including management of supply, property, solid waste disposal, and general sanitation, of at least five (5) years. Training- None required				<p>&gt; <b>Exemplifying Integrity ( Superior)</b> 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>&gt; <b>Delivering Service Excellence ( Superior)</b> The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>&gt; <b>Solving Problems and Making Decisions ( Superior)</b> 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>&gt; <b>Leading Change (Advanced)</b> 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>	PGSO

									<p><b>&gt; Building Collaborative, Inclusive Working Relationships (Advanced)</b> 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><b>&gt;Managing Performance &amp; Coaching for Results (Advanced)</b> 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><b>&gt;Creating &amp; Nurturing a High Performing Organization (Advanced)</b> The ability to create a high performing organisational culture that is purpose-driven, results-based, client-focused and team-oriented.</p> <p><b>&gt;Thinking Strategically &amp; Creatively (Advanced)</b> 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 organisational effectiveness and responsiveness.</p>	
2	Administrative Aide II (Bookbinder I)	PSO 12-7	2	11,173.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	<p><b>&gt; Exemplifying Integrity (Basic)</b> 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><b>&gt; Delivering Service Excellence (Basic)</b> The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p><b>&gt; Solving Problems and Making Decisions (Basic)</b> 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><b>&gt;Interpersonal Skills (Basic)</b> The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	PSO

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Interested and qualified applicants should **signify their interest in writing**. Please attach the following documents to the application letter and send to the address below not later than **February 20, 2020**.

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](http://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

[melissamuncada2018@gmail.com](mailto:melissamuncada2018@gmail.com)

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