

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-Province of Northern Samar.


JOCELYN J. ADDUN

PHRMDO

Date: February 16, 2021

No.	Position Title (Parenthital Title, If applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignmen t
					Education	Experience	Training	Eligibility	Competency (Preference shall be given to applicants who posses the following competencies)	
1	Administrative Aide II (Bookkbinder I)	PSO 12-8	2/1	11,662.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)	> 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. > Delivering Service Excellence (Basic) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction > 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. >Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.	PSO

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 March 8, 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);

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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