

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 position of LGU - Province of Northern Samar in the CSC website:



JOCELYN J. ADDUN

PHRMDO

March 22, 2021

Date:

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Competency <i>(Preference shall be given to applicants who possess the following competencies)</i> | Place of Assignment |
|-----|----------------------------------------------------------------------------|--------------------|------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| | | | | | Education | Training | Experience | Eligibility | | |
| 1 | PROVINCIAL GOVERNMENT DEPARTMENT HEAD (PROV'L. COOPERATIVE DEV'T. OFFICER) | PCCAO 178 | 26 | ₱ 104,113.00 | A citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of a college degree preferably in business administration with special training in cooperatives or any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He must have experience in cooperatives organization & management of at least five (5) years. | | | | <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, accessible, 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 judgement by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results.</p> <p>Leading Change (Advanced) The ability to generate genuine enthusiasm and momentum for organizational 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 (Advanced) 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.</p> | PCCAO |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Place of Assignment | |
|-----|---------------------------------------------------|--------------------|------------------------|----------------|-------------------------|---------------|---------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | | Competency <i>(Preference shall be given to applicants who possess the following competencies)</i> |
| | | | | | | | | | <p>Managing Performance & Coaching for Results (Advanced) 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 & Nurturing a High Performing Organization (Advanced) The ability to create a high performing organizational culture that is purpose-driven, results-based, client-focused and team-oriented.</p> <p>Thinking Strategically & Creatively (Advanced) 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> | |
| 2 | ADMINISTRATIVE OFFICER II (INFORMATION OFFICER I) | PIO 53-5 | 11 | 21,200.00 | 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, accessible, 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 judgement by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results.</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> | PIO |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | Place of Assignment | |
|-----|----------------|--------------------|------------------------|----------------|-------------------------|----------|------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | | Competency <i>(Preference shall be given to applicants who possess the following competencies)</i> |
| | | | | | | | | | Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results. | |

The PGNS opens this published vacant position to all interested and qualified applicants regardless of gender, civil status, religion and ethnicity including Persons with Disability and should signify their interest in writing. Please attach the following documents to the application letter and send to the address below not later than **April 12, 2021.**

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 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

