

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

Date:

April 5, 2021

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>
1	Administrative Assistant I (Computer Operator I)	PGO 7-2	7/1	P 15,635	Completion of two years studies in college or High School Graduate with relevant vocational/ trade Course	None required	None required	Career Service (Subprofessional) (MC 11, s. 96 - Cat. I First Level Eligibility)	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, accessible, 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 judgement by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results. Achievement Orientation (Basic) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals. 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. Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.	PGO

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2	Administrative Assistant V (Mechanical Shop Foreman)	PEO 4-4	11/1	21,200.00	High School Graduate or Completion of relevant vocational/ trade course	3 years of relevant experience	16 hours of relevant training	Mechanic (MC 11, s. 96 - Cat. I)	<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, accessible, 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 judgement by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results.</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 (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	PEO
3	Provincial Government Assistant Department Head (PGADH)	PAO 54-8	24/1	80,820.00	Bachelor's degree	4 years in positions involving management/ supervision	24 hours of training on management/supervision	Career Service (Professional) Second Level Eligibility	<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 (Intermediate)</p>	PAO

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									<p>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 (Intermediate)</p> <p>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> <p>Managing Performance & Coaching for Results (Intermediate)</p> <p>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 (Intermediate)</p> <p>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 (Intermediate)</p> <p>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>	

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 26, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

