Electronic copy to be submitted to the CSC FO 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

									JOCELYN J. ADDON		_
									PHRMDO		
								Date:	April 23, 2021		-
	Position Title		Salary/			Qualification Standards					
No.	(Parenthetical Title, If applicable)	Plantilla Item No.		Monthly Salary	Education	Experience	Training	Eligibility	Competency (Preference shall be given to applicants who posses the following competencies)	Place of Assignment	

	Position Title		Salary/					Quai	ilication Standards	
No.	(Parenthetical Title, If applicable)	Plantilla Item No.		Monthly Salary	Education	Experience	Training	Eligibility	Competency (Preference shall be given to applicants who posses the following competencies)	Place of Assignment
1	Administrative Aide II (Bookbinder I)	PGO 12-6	2/1	11,662.00	Elementary School Graduate	None required	None required		> 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 attiain 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.	PGO

2	Management and	PGSO	11/1	21,200.00	Bachelor's	None	None	Career	> Exemplifying Integrity (Basic)	PGSO
_	Audit Analyst I		1 1/1	21,200.00		required	required	Service	The ability to exemplify high standards of professional behavior as public servant,	rusu
	Audit Arialyst i	53-7			degree	required	required		adhering to ethical as well as moral principles, values and standards of public office	
					relevant to			(Professional	> Delivering Service Excellence (Basic)	
					the job) Second	The ability to provide proactive, responsivi, courteous and effective public service to	
								Level	attiain the highest level of customer satisfaction	
								Eligibility	> Solving Problems and Making Decisions (BAsic)	
								Liigibiiity	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.	
									> 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	
i									forms of written communication in a timely manner.	
i									> Professionalism (Basic)	
i									The ability to conduct self in an excellent and competent manner expected of a	
									person trained to do the job.	
									>Interpersonal Skills (Basic)	
									The ability to effectively communicate and interact with colleagues, customers and	
									clients, and work well in a team to achieve results.	
3	Supervising	PIO 13-15	22/1	63,524.00	Bachelor's	3 years of	16 hours	Career	> Exemplifying Integrity (Advanced)	PIO
i	Administrative			,-	degree	relevant	of relevant		The ability to exemplify high standards of professional behavior as public servants,	
	Officer				acgico				adhering to ethical as well as moral principles, values and standards of public office.	
						experience	training	(Fiolessional	> Delivering Service Excellence (Advanced)	
	(Information) Second	The ability to provide proactive, responsive, courteous and effective public service to	
	Officer IV)								attain the highest level of customer satisfaction	
								Eligibility	> 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.	
									> Achievement Orientation (Advanced) The ability to use internal and external resources effectively to achieve individual, team,	
									and organizational goals.	
									>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.	
									> Professionalism (Advanced)	
									The ability to conduct self in an excellent and competent manner expected of a person	
ł									trained to do the job.	
1									>Interpersonal Skills (Advanced)	
									The ability to effectively communicate and interact with colleagues, customers and	
									clients, and work well in a team to achieve results.	
1									>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	
ĺ									come up with new ideas and different ways to enhance organizational effectiveness and	
									responsiveness.	
1									>Oral Communication (Advanced)	
1									Makes clear and convincing oral presentations to individual or groups. Listens effectively	
l									and clarifies information as needed .> Written Communcation (Advanced)	
l									The ability to express facts and ideas in writting in a clear, convincing and organised manner.	
						l		Page 2	The ability to express racts and ideas in writting in a clear, convincing and organised manner.	

Γ	4	Accountant III	PACCTO	19/1	44,451.00		2 years of	8 hours of	RA 1080	> Exemplifying Integrity (Intermediate) The ability to exemplify high standards of professional behavior as public servants,	PACCTO
			185-1			degree in Commerce/B	relevant experience	relevant training	(Accountant)	adhering to ethical as well as moral principles, values and standards of public office. > Delivering Service Excellence (Intermediate)	
						usiness				The ability to provide proactive, responsive, courteous and effective public service to	
						Administratio n major in				attain the highest level of customer satisfaction > Solving Problems and Making Decisions (Intermediate)	
						Accounting				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.	
										> Achievement Orientation (Intermediate) The ability to use internal and external resources effectively to achieve individual,	
										team, and organisational goals.	
										>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. > Professionalism (Intermediate)	
										The ability to conduct self in an excellent and competent manner expected of a	
										person trained to do the job. >Interpersonal Skills (Intermediate)	
										The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.	
ŀ	5	Administrative	PACCTO	9/1	17,845.00	Completion	1 year of	4 hours	Careers	> Exemplifying Integrity (Basic)	PACCTO
		Assistant III	46-5		·	of two years	relevant	of	Service (Sub-	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.	
		(Senior				studies in	experience	relevant	Professional) 1st Level	> Delivering Service Excellence (Basic) The ability to provide proactive, responsive, courteous and effective public service to	
		Bookkeeper)				college		training	Eligibility	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.	
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										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.	

6	Administrative Officer V (HRMO III)	PHRMDO 51-3	18/1	40,051.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	> 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. > Delivering Service Excellence (Intermediate) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction > 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. > Achievement Orientation (Intermediate) The ability to use internal and external resources effectively to achieve individual, team, and organisational goals. > 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. > Professionalism (Intermediate) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job. > Interpersonal Skills (Intermediate) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.	PHRMDO
7	2 Engineer I	PEO 69- 4 and PEO 69- 5	12/1	23,270.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080 (Engineer)	> 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, responsivi, 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. > 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. > Professionalism (Basic) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job. > Interpersonal Skills (Basic) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.	PEO

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

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