

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

Date: April 23, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (Preference shall be given to applicants who possess the following competencies)	
1	Administrative Aide II (Bookbinder I)	PGO 12-6	2/1	11,662.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III)	<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, 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 judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</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>	PGO

2	Management and Audit Analyst I	PGSO 53-7	11/1	21,200.00	Bachelor's degree relevant to the job	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, 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 judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</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> <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>	PGSO
3	Supervising Administrative Officer (Information Officer IV)	PIO 13-15	22/1	63,524.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	<p>> Exemplifying Integrity (Advanced) 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>> Delivering Service Excellence (Advanced) The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</p> <p>> 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.</p> <p>> Achievement Orientation (Advanced) The ability to use internal and external resources effectively to achieve individual, team, and organizational goals.</p> <p>>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.</p> <p>> Professionalism (Advanced) The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</p> <p>>Interpersonal Skills (Advanced) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p> <p>>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 come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.</p> <p>>Oral Communication (Advanced) Makes clear and convincing oral presentations to individual or groups. Listens effectively and clarifies information as needed</p> <p>> Written Communication (Advanced) The ability to express facts and ideas in writing in a clear, convincing and organised manner.</p>	PIO

4	Accountant III	PACCTO 185-1	19/1	44,451.00	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (Accountant)	<p>> 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.</p> <p>> Delivering Service Excellence (Intermediate) The ability to provide proactive, responsive, 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 judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</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 (Intermediate) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	PACCTO
5	Administrative Assistant III (Senior Bookkeeper)	PACCTO 46-5	9/1	17,845.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Careers Service (Sub-Professional) 1st 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, 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 judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</p> <p>> Achievement Orientation (Basic) The ability to use internal and external resources effectively to achieve individual, team, and organizational 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>> 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>	PACCTO

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	<p>> 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.</p> <p>> Delivering Service Excellence (Intermediate) The ability to provide proactive, responsive, 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 judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</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 (Intermediate) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	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)	<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, 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 judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</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> <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

8	Engineer II	PEO 168-4	16/1	33,351.00	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080 (Engineer)	<p>> 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.</p> <p>> Delivering Service Excellence (Intermediate) The ability to provide proactive, responsive, 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 judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</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 (Intermediate) The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	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
Cataraman, Northern Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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