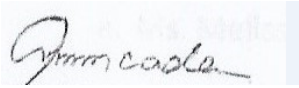


Republic of the Philippines
LGU, Province of Northern Samar
Request for Publication of Vacant Positions

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: 26-May-20

No.	Position Title (Parenthetical 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	2 Administrative Aide II (Bookbinder I)	PGO 12-5 and PIO 12-15	2/1	P 11,173.00	Elementary School Graduate	None required	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 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.	PGO and PIO

2	Local Assessment Operations Officer IV	PASSO 82-2	22/1	P 62,053.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Profession- al) Second Level Eligibility	<p>> Exemplifying Integrity (Advanced) 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 (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 organisational 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>	PASSO
3	Statistician I	PASSO 84	11/1	19,716.00	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 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>> 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>	PAO

4	Local Assessment Operations Officer I	PASSO 83-3	11/1	19,716.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Profession- al) 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 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>> 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>	PASSO
5	Engineering Assistant	PEO 169- 2	8/1	15,920.00	Completion of two years studies in college	1 year of relevant experiecne	4 hours of relevant training	Career Service (Subprofes- sional) First 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 organzational 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>	PEO

6	Draftsman II	PEO 172	8/1	15,920.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experiecne	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	<p>> Exemplifying Integrity (Basic) 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 (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 organzational 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>	PEO
7	2 Engineer III	PEO 176-1 and PEO and 167	19/1	43,006.00	Bachelors degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080 (Engineer)	<p>> Exemplifying Integrity (Advanced) 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 (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 organisational 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>	PEO

8	Internal Auditing Assistant	PIAO 21-22	8/1	15,920.00	Completion of two years studies incollege	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First 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>	PIAO
9	Internal Auditor I	PIAO 53-6	11/1	P 19,716.00	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 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>> 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>	PIAO

10	Administrative Aide II (Messenger I)	PAO 12-18	2/1	11,173.00	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>>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. 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>	PAO
11	Administrative Aide III (Utility Worker II)	PHO 10-27	3/1	12,466.00	Must be able to read and write	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 servants, 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>>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>	PHO

12	Administrative Assistant III (Senior Bookkeeper)	PHO 46-5	9/1	17,975.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First 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>	PHO
13	Attorney IV	PLO 98	23/1	P 70,120.00	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	<p>> Exemplifying Integrity (Advanced) 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 (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 organisational 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>	

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 June 16, 2020.

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

melissamuncada2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Hidden

Hjeldberg