

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: 12/19/2019

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 Assistant I (Bookbinder III)	PSO 7-9	7/1	14,951.00	Elementary School Graduate	None required	None required	None required (MC 11, s. 96.-Cat. III)	<p>&gt; <b>Exemplifying Integrity (Basic)</b> 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>&gt; <b>Delivering Service Excellence (Basic)</b> The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction.</p> <p>&gt; <b>Solving Problems and Making Decisions (Basic)</b> 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>&gt; <b>Attention to Detail (Basic)</b> The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>&gt; <b>Interpersonal Skills (Basic)</b> The ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	PSO

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 January 17, 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](http://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

[melissamuncada2018@gmail.com](mailto:melissamuncada2018@gmail.com)