

Republic of the Philippines
PGO CAMARINES NORTE
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
Camarines Norte Field Office

Electronic copy to be submitted to the CSC Form must be in MS Excel format

Received by:
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EVANGELINE S. JAVATE
Sr. HPS

Date: **MAR 09 2023**
Time: _____
By: _____

MAGDALENA B. TOLEDANA
PHRMO

Date: March 9, 2023

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PGO CAMARINES NORTE in the CSC website:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Provincial Government Department Head (Provincial Social Welfare and Development Officer)	1-01-014-0565	26-1	110,238.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None	5 years experience in the practice of social work	RA 1080 (Social Worker)	<p>Core Competencies:</p> <ul style="list-style-type: none"> SOLVING PROBLEMS AND MAKING DECISIONS <i>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 results.</i> DELIVERING SERVICE EXCELLENCE <i>The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction.</i> EXEMPLIFYING INTEGRITY <i>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.</i> <p>LEADERSHIP COMPETENCIES:</p> <ul style="list-style-type: none"> BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS <i>Intermediate: Builds partnership and networks to deliver or enhance work outcomes.</i> MANAGING PERFORMANCE AND COACHING FOR RESULTS <i>Intermediate: Creates tools and/or applies new methods in correcting and improving below standard of non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</i> LEADING CHANGE <i>Intermediate: Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</i> THINKING STRATEGICALLY AND CREATIVELY <i>Intermediate: Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department and functional area.</i> 	Provincial Social Welfare and Development Office (PSWDO)

									<p>• CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION <i>Intermediate: Build a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</i></p> <p>> MUST BE A RESIDENT OF THE LOCAL GOVERNMENT UNIT CONCERNED</p>	
2	Provincial Government Department Head (PESO Manager)	1-01-022-0778	26-1	110,238.00	<p>✓ Bachelor's degree preferably in any of the following: Operations Management (OM), Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields</p>	<p>✓ None required</p>	<p>✓ 5 years of supervisory/management experience in program management relative to employment facilitation</p>	<p>Career Service (Professional) / Second Level Eligibility</p>	<p>Core Competencies:</p> <p>• SOLVING PROBLEMS AND MAKING DECISIONS <i>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 results.</i></p> <p>• DELIVERING SERVICE EXCELLENCE <i>The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction .</i></p> <p>• EXEMPLIFYING INTEGRITY <i>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.</i></p> <p>LEADERSHIP COMPETENCIES:</p> <p>• BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS <i>Intermediate: Builds partnership and networks to deliver or enhance work outcomes.</i></p> <p>• MANAGING PERFORMANCE AND COACHING FOR RESULTS <i>Intermediate: Creates tools and/or applies new methods in correcting and improving below standard of non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</i></p> <p>• LEADING CHANGE <i>Intermediate: Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</i></p> <p>• THINKING STRATEGICALLY AND CREATIVELY <i>Intermediate: Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department and functional area.</i></p> <p>• CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION</p> <p>-NEXT PAGE-</p>	<p>✓ Public Employment Services Office (PESO)</p>

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **March 24, 2023**.

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 last rating period** (if applicable);
3. Photocopy / **Authenticated Copy** of certificate of eligibility/rating/license; and
4. Photocopy / **Authenticated Copy** of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE
 Provincial Capitol Bldg., Brgy. III, Daet, Camarines Norte
phrmo.pgocamnorte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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