

Republic of the Philippines  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE  
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION  
Camarines Norte Field Office  
Electronic copy to be submitted to the CSC PCO, must be in PDF format  
RECEIVED  
Date: MAY 06 2022  
Time: \_\_\_\_\_  
Loc. No: \_\_\_\_\_

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Provincial Government of Camarines Norte in the CSC website:

MAGDALENA B. TOLEDANA

PHRMO

Date: May 6, 2022

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	Required Competency	
1	Provincial Government Department Head (Provincial Treasurer)	1-01-005-0098	26-1	108,196.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None	5 years experience in treasury or accounting service	Career Service (Professional) / Second Level Eligibility	<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li><b>SOLVING PROBLEMS AND MAKING DECISIONS</b> <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></li> <li><b>DELIVERING SERVICE EXCELLENCE</b> <i>The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction.</i></li> <li><b>EXEMPLIFYING INTEGRITY</b> <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></li> </ul> <p><b>Leadership Competencies:</b></p> <ul style="list-style-type: none"> <li><b>BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS</b> <i>Intermediate: Builds partnership and networks to deliver or enhance work outcomes</i></li> <li><b>MANAGING PERFORMANCE AND COACHING FOR RESULTS</b> <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></li> <li><b>LEADING CHANGE</b> <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></li> <li><b>THINKING STRATEGICALLY AND CREATIVELY</b> <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></li> <li><b>CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION</b></li> </ul>	Provincial Treasurer's Office (PTO)

									<p>Intermediate: <i>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>&gt; MUST BE A RESIDENT OF THE LOCAL GOVERNMENT UNIT CONCERNED</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 **May 21, 2022**.

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](http://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](mailto:phrmo.pgocamnorte@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Republic of the Philippines  
PROVINCIAL GOVERNMENT OF CAMARINES NORTE  
Request for Publication of Vacant Positions

**CIVIL SERVICE COMMISSION**  
Camarines Norte Field Office

Received by:  
*Juste*  
EVANGELINA S. JAVATE

Date: MAY 06 2022

MAGDALENA B. TOLEDANA  
PHRMO

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Provincial Government of Camarines Norte in the CSC website:

Date: May 5, 2022

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	Required Competency	
1	Provincial Government Department Head (PESO Manager)	1-01-022-0778	26-1	108,196.00	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	None required	5 years of supervisory/management experience in program management relative to employment facilitation	Career Service (Professional) / Second Level Eligibility	<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li><b>SOLVING PROBLEMS AND MAKING DECISIONS</b> <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></li> <li><b>DELIVERING SERVICE EXCELLENCE</b> <i>The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction.</i></li> <li><b>EXEMPLIFYING INTEGRITY</b> <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></li> </ul> <p><b>Leadership Competencies:</b></p> <ul style="list-style-type: none"> <li><b>BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS</b> <i>Intermediate: Builds partnership and networks to deliver or enhance work outcomes.</i></li> <li><b>MANAGING PERFORMANCE AND COACHING FOR RESULTS</b> <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></li> <li><b>LEADING CHANGE</b> <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></li> <li><b>THINKING STRATEGICALLY AND CREATIVELY</b> <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></li> <li><b>CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION</b></li> </ul>	Public Employment Services Office (PESO)

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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 **May 20, 2022**.

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Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC Office, Manila and the Provincial Office

**CIVIL SERVICE COMMISSION**  
**Camarines Norte Field Office**

Received by  
*[Signature]*  
**EVANGELINE B. SAVATE**

Date: **MAY 05 2022**

Time: \_\_\_\_\_

Doc. No: \_\_\_\_\_

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Provincial Government of Camarines Norte in the CSC website:

**MAGDALENA B. TOLEDANA**

PHRMO

Date: May 5, 2022

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					Education	Training	Experience	Eligibility	Required Competency	
1	Provincial Government Department Head (Provincial Social Welfare and Development Officer)	1-01-014-0565	26-1	108,196.00	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><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• <b>SOLVING PROBLEMS AND MAKING DECISIONS</b> <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></li> <li>• <b>DELIVERING SERVICE EXCELLENCE</b> <i>The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction .</i></li> <li>• <b>EXEMPLIFYING INTEGRITY</b> <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></li> </ul> <p><b>Leadership Competencies:</b></p> <ul style="list-style-type: none"> <li>• <b>BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS</b> <i>Intermediate: Builds partnership and networks to deliver or enhance work outcomes.</i></li> <li>• <b>MANAGING PERFORMANCE AND COACHING FOR RESULTS</b> <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></li> <li>• <b>LEADING CHANGE</b> <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></li> <li>• <b>THINKING STRATEGICALLY AND CREATIVELY</b> <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></li> <li>• <b>CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION</b></li> </ul>	Provincial Social Welfare and Development Office (PSWDO)

										<p>Intermediate: <i>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><b>&gt; 120 hours of supervisory / management learning and development intervention undertaken within the last 5 years</b></p> <p><b>&gt; Must be a resident of the Local Government Unit concerned</b></p>
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