

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

**CIVIL SERVICE COMMISSION**  
Camarines Norte Field Office  
Received by: ATTY. ALICIA P. SALINAS  
Acting Director II  
Date: JUN 21 2023  
Time: \_\_\_\_\_  
Doc. No.: \_\_\_\_\_

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

To: CIVIL SERVICE COMMISSION (CSC)

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

**MAGDALENA B. TOLEDANA**

PHRMO

Date: June 21, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V	1-01-016-0670	18-1	44,389.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<b>Core Competencies:</b> <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>	Office of the Provincial Agriculturist (OPAG)
2	Agriculturist II	1-01-016-0639	15-1	34,788.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	<b>Core Competencies:</b> <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>	Office of the Provincial Agriculturist (OPAG)

3	Aquaculturist II	1-01-016-0657	15-1	34,788.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	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>	Office of the Provincial Agriculturist (OPAG)
4	Administrative Aide III (Laborer II)	1-01-016-0648	3-1	13,944.00	Must be able to read and write	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	<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>	Office of the Provincial Agriculturist (OPAG)

9

5	Information Technology Officer I	1-01-018-0895	19-1	48,789.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<b>Core Competencies:</b> <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> <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> <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>	Provincial Human Resource and Management Office (PHRMO)
---	----------------------------------	---------------	------	-----------	---------------------------------------	------------------------------	--------------------------------	--	---	---

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 **July 6, 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](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.**