

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 must be in MS Excel format

Date: JUL 10 2023
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 PGO CAMARINES NORTE in the CSC website:

MAGDALENA B. TOLEDANA

PHRMO

Date: July 10, 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 (Budget Officer III)	1-01-009-0237	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	<p>Core Competencies:</p> <ul style="list-style-type: none"> SOLVING PROBLEMS AND MAKING DECISIONS 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. DELIVERING SERVICE EXCELLENCE The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction. EXEMPLIFYING INTEGRITY 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. 	Provincial Budget Office (PBO)

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 25, 2023**.

- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy / **Authenticated Copy** of certificate of eligibility/rating/license; and
- 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.