


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

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: August 3, 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	Secretary to the Sangguniang Panlalawigan	1-01-004-0084	26-1	108,196.00	Bachelor's degree preferably in Law, Commerce or Public Administration	None	None required	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> </ul> <p align="center"><b>-NEXT PAGE-</b></p>	Sangguniang Panlalawigan-Secretariat Office (SP-Secretariat)

									<p><b>• CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION</b>  <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><b>&gt; MUST BE A RESIDENT OF THE LOCAL GOVERNMENT UNIT CONCERNED</b></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 **August 18, 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.**

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