



Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

August 30, 2018

DIR. ENIDA B. ABORDO

Acting Director II

Civil Service Commission – Camarines Norte Field Office

Daet, Camarines Norte

Dear Madam:

We are respectfully transmitting the attached **Request for Publication of Vacant Position** in the Provincial Government of Camarines Norte for publication at CSC Bulletin of Vacant Position (BVP).

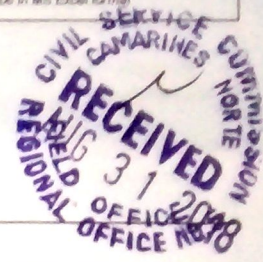
Thank you.

Very truly yours,


MAGDALENA B. TOLEDANA

PHRMO

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of PROVINCIAL GOVERNMENT OF CAMARINES NORTE in the CSC website.

ENGR. JONAH G. PIMENTEL
Governor

Date: August 30, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Supervising Administrative Officer	1-01-001-0785	22-1	669,372.00	Bachelor's degree relevant to the job	40 hours of supervisory/management learning and development intervention undertaken within the <u>last 5 years</u>	3 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 <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> <p>-next page-</p>	Library Services Division (LSD)

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency	
								<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>	Library Services Division (LSD)

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 **September 14, 2018**.

- 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 present position for one (1) year (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:

ENGR. JONAH G. PIMENTEL
 Governor
 Province of Camarines Norte
 Provincial Capitol, Daet, Camarines Norte
phrmo.pgocamnorte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.