



Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

October 26, 2018

DIR. ENIDA B. ABORDO

Acting Director II

Civil Service Commission – Camarines Norte Field Office

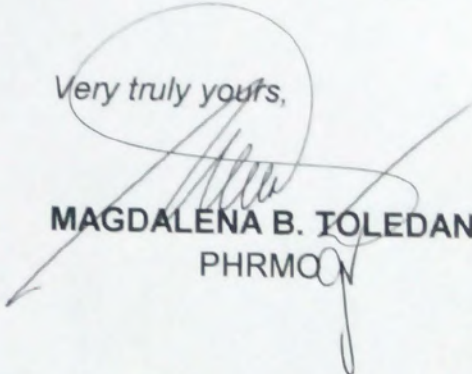
Daet, Camarines Norte

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,

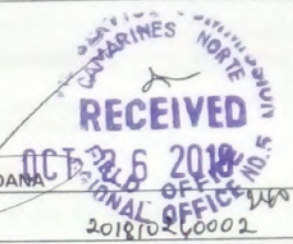

MAGDALENA B. TOLEDANA
PHRMO

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

To: CIVIL SERVICE COMMISSION (CSC)

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: October 26, 2018
MAGDALENA B. TOKEDANA
PHRMCO



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	
1	Human Resource Management Officer IV	1-01-018-0782	22-1	55,781.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	Provincial Human Resource Management Office (PHRMO)

Core Competencies:
• 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.
Leadership Competencies:
• BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS
Intermediate: Builds partnership and networks to deliver or enhance work outcomes.
• MANAGING PERFORMANCE AND COACHING FOR RESULTS
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.
• LEADING CHANGE
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.
• THINKING STRATEGICALLY AND CREATIVELY
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.
• CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION
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.
A) WITH THREE (3) YEARS WORK EXPERIENCE IN HUMAN RESOURCE MANAGEMENT AND;
B) WITH 64 HOURS TRAINING IN LEADERSHIP & MANAGEMENT/MANAGERIAL

2	Nursing Attendant II	1-01-013-0331	6-1	14,340.00	Elementary School Graduate	None required	None required	MC No. 10, s. 2013 Category III	<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> 	Provincial Health Office (PHO)
3	Administrative Aide III (Clerk I)	1-01-013-0296	3-1	11,914.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First 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> 	Provincial Health Office (PHO)
4	Social Welfare Officer I	1-01-013-0766	11-1	20,179.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	<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> 	Capalonga Medicare & Community Hospital (CMCH)

5	Nurse II	1-01-013-0548	15-1	29,010.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)	Core Competencies: • 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>	Capalanga Medicare & Community Hospital (CMCH)
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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 **November 10, 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 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:

MAGDALENA B. TOLEDANA

PHRMO

Provincial Capitol Bldg., Brgy. III, Daet, Camarines Norte

phrmo.pgocamnorte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.