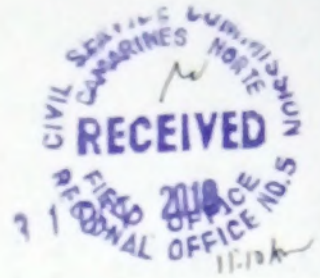




Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

October 31, 2018

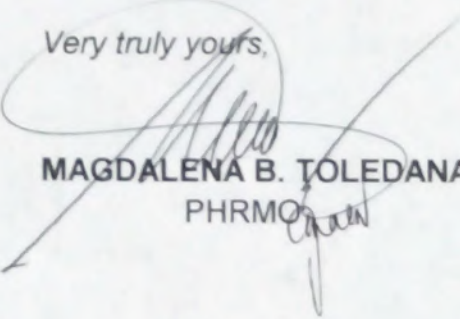
DIR. ENIDA B. ABORDO
Acting Director II
Civil Service Commission – Camarines Norte Field Office
Daet, Camarines Norte

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:

(Signature)
MAGDALENA B. TOLEDANA
PHRMO
Date: October 31, 2018

RECEIVED
31 OCT 2018
PROVINCIAL OFFICE NO. 5

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	Administrative Assistant III (Buyer III)	1-01-015-0579	9-1	16,599.00	Completion of two years studies in College	4 hours of relevant training undertaken within the last 5 years	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	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> (WITH KNOWLEDGE AND EXPERIENCE IN PROCUREMENT PROCESS)	General Services Office (GSO)
2	Computer Operator IV	1-01-018-0747	14-1	25,169.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	16 hours of relevant training undertaken within the last 5 years	3 years of relevant experience	Career Service (Subprofessional) / Data Encoder (MC 11, s. 96-Cat. I) / First Level Eligibility	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> a) WITH KNOWLEDGE AND EXPERIENCE IN HUMAN RESOURCE MANAGEMENT FUNCTIONS FOR AT LEAST ONE YEAR; b) WITH AT LEAST 16 HOURS FOUNDATION TRAINING (TECH-SAVVY CIVIL SERVANTS) & 40 HOURS TRAINING IN HUMAN RESOURCE MANAGEMENT UNDERTAKEN WITHIN THE LAST 5 YEARS; AND c) WILLING TO EXTEND WORK BEYOND OFFICE HOURS	Provincial Human Resource Management Office (PHRMO)

3	Administrative Aide II (Messenger)	1-01-018-0726	2-1	10,640.00	Elementary School Graduate	None required	None required	MC No. 10, s. 2013- Cat. III	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> (WELL-KNOWN TO OTHER HUMAN RESOURCE MANAGEMENT FUNCTIONS AND WILLING TO EXTEND WORK BEYOND OFFICE HOURS)	Provincial Human Resource Management Office (PHRMO)
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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 15, 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.