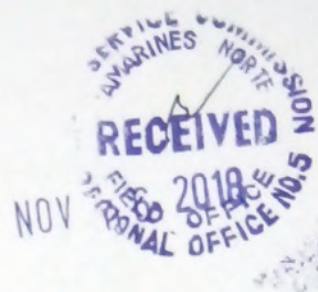




Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

November 6, 2018

DIR. ENIDA B. ABORDO

Acting Director II

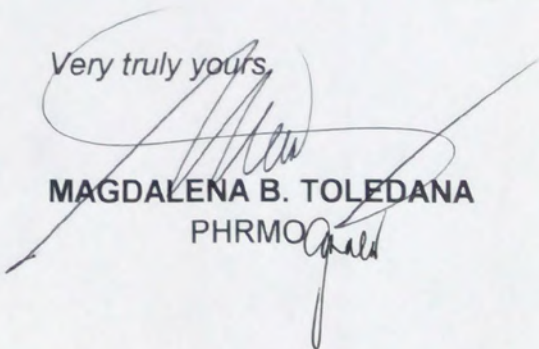
Civil Service Commission – Camarines Norte Field Office
Daet, Camarines Norte

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.

(Handwritten Signature)
MAGDALENA B. TOLEDANA
PHRMCA
NOV 2018
RECEIVED
CIVIL SERVICE COMMISSION
PROVINCIAL GOVERNMENT OF CAMARINES NORTE
REGIONAL OFFICE No. 5

Date: November 6, 2018

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	Supervising Administrative Officer	1-01-013-0752	22-1	58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training undertaken within the last 5 years	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> • CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION <i>Intermediate: Build a shared sense of destiny among individuals with seemingly disparate views, concerns & aspirations; creates team cohesion and improves individual and team performance.</i> <p>a.) WITH KNOWLEDGE AND EXPERIENCE IN HOSPITAL ADMINISTRATIVE FUNCTIONS; AND b.) ATTENDED TRAINING CONDUCTED BY THE CSC AND DOH AT LEAST 24 HOURS AND 16 HOURS, RESPECTIVELY</p>	Provincial Health Office (PHO)

2	Nurse III-	1-01-013-0765	17-1	34,781.00	Bachelor's degree in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)	<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>a.) WITH AT LEAST 9 UNITS OF MASTER'S DEGREE IN NURSING; AND b.) WITH 3 YEARS HOSPITAL EXPERIENCE</p>	Capalonga Medicare & Community Hospital (CMCH)
3	Agriculturist II (2)	1-01-016-0653 and 1-01-016-0639	15-1	27,560.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	<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> 	Office of the Provincial Agriculturist (OPAG)
4	Engineer II	1-01-016-0659	16-1	30,177.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Agricultural Engineer)	<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> 	Office of the Provincial Agriculturist (OPAG)

5	Engineer III	1-01-016-0660	19-1	39,994.00	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Agricultural Engineer)	<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> 	Office of the Provincial Agriculturist (OPAG)
6	Process Server	1-01-016-0661	5-1	12,807.00	High School Graduate	None required	None required	MC No. 10, s. 2013 Cat. 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> 	Office of the Provincial Agriculturist (OPAG)
7	Security Guard III	1-01-001-0054	8-1	15,468.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC No. 10, s. 2013 - Category IV)	<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 Custodial & Security Services Division (PCSSD)

8	Local Revenue Collections Officer IV	1-01-005-0111	22-1	55,781.00	Bachelor's degree	16 hours of relevant training	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> • 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> 	Provincial Treasurer's Office (PTO)
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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 20, 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.