



Republic of the Philippines  
PROVINCE OF CAMARINES NORTE  
Daet

CIVIL SERVICE COMMISSION  
Camarines Norte Field Office

EV... DATE  
Date: *12* NOV 12 2021  
Time: \_\_\_\_\_  
Doc. No: \_\_\_\_\_

PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

November 12, 2021

**ATTY. ALICIA P. SALINAS**

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,

*[Signature]*  
**MAGDALENA B. TOLEDANA**  
PHRMO



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

**CIVIL SERVICE COMMISSION**  
**Camarines Norte Field Office**  
Received by: *[Signature]*  
Electronic copy to be submitted to the CSC PO must be in MS Excel format  
Date: **NOV 12 2021**  
Time:  
Doc. No:

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: November 12, 2021

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 Officer V	1-02-005-0921	18-1	41,497.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<b>Core Competencies:</b> <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> <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> <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>	Provincial Information Office (PIO)

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 27, 2021**.

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.