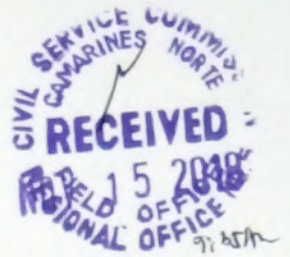




Republic of the Philippines  
PROVINCE OF CAMARINES NORTE  
Daet



**PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE**

November 14, 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  
PHRMQ  
Date: November 14, 2018

**RECEIVED**  
15 2018  
FIELD OFFICE  
REGIONAL OFFICE  
CIVIL SERVICE COMMISSION  
CAMARINES NORTE

Date: November 14, 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	Provincial Government Department Head (Provincial Internal Auditor)	1-01-021-0760	26-1	87,503.00	Bachelor of Science in Business Administration Major in Internal Auditing/Accounting or Bachelor of Science in Accountancy or Bachelor of Laws	None required	Five (5) years of experience in internal auditing, management and supervision	Career Service Professional / Second Level Eligibility	<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li><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></li> <li><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></li> <li><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></li> </ul> <p><b>Leadership Competencies:</b></p> <ul style="list-style-type: none"> <li><b>BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS</b> <i>Intermediate: Builds partnership and networks to deliver or enhance work outcomes.</i></li> <li><b>MANAGING PERFORMANCE AND COACHING FOR RESULTS</b> <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></li> <li><b>LEADING CHANGE</b> <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></li> <li><b>THINKING STRATEGICALLY AND CREATIVELY</b> <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></li> <li><b>CREATING AND NURTURING A HIGH PERFORMING ORGANIZATION</b> <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></li> </ul>	Provincial Internal Audit Service Office (PIAS)

2	Heavy Equipment Operator II (2)	1-01-008-0217 and 1-01-008-0225	6-1	13,623.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC No. 10, s. 2013-Cat II)	<p>Core Competencies:</p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> <li>• <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></li> </ul>	Provincial Engineer's Office Equipment Pool Division (PEO-Motorpool)
3	Computer Operator III	1-01-004-0776	12-1	21,042.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) / Data Encoder (MC 11, s. 96 - Cat I) / First Level Eligibility	<p>Core Competencies:</p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> <li>• <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></li> </ul>	Office of the Sangguniang Panlalawigan Secretariat (SP-Secretariat)
4	Administrative Assistant V	1-01-004-0777	11-1	19,170.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) / First Level Eligibility	<p>Core Competencies:</p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> <li>• <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></li> </ul>	Office of the Sangguniang Panlalawigan Secretariat (SP-Secretariat)

5-	Driver #	1-01-004-0780	3-1	11,318.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013 - Cat. IV)	Core Competencies: <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>	Office of the Sangguniang Panlalawigan-Secretariat (SP-Secretariat)
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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 29, 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](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:

**MAGDALENA B. TOLEDANA**

PHRMO

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.**