

Republic of the Philippines  
PGO CAMARINES NORTE  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC/FO must be in MS Excel format

Received by:  
ANGELINE G. DAVATE  
Date: NOV 29 2022  
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 PGO CAMARINES NORTE in the CSC website:

MAGDALENA B. TOLEDANA

PHRMO

Date: November 29, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Social Welfare Officer IV	1-01-014-0933	22-1	66,465.00	Bachelor's degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080 (Social Worker)	<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> </ul> <p align="center">-NEXT PAGE-</p>	Provincial Social Welfare and Development Office (PSWDO)

									<p><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></p>	
2	Social Welfare Officer II (3)	1-01-014-0568 1-01-014-0934 1-01-014-0935	15-1	33,342.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	<p><b>Core Competencies:</b></p> <p><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></p> <p><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></p> <p><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></p>	Provincial Social Welfare and Development Office (PSWDO)
3	Social Welfare Officer I (2)	1-01-014-0936 1-01-014-0937	11-1	24,167.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	<p><b>Core Competencies:</b></p> <p><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></p> <p><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></p> <p><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></p>	Provincial Social Welfare and Development Office (PSWDO)

4	Administrative Officer II	1-01-014-0939	11-1	24,167.00	Bachelor's Degree relevant to the job	None required	None required	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>	Provincial Social Welfare and Development Office (PSWDO)
5	Administrative Aide II	1-01-014-0940	2-1	12,640.00	Must be able to read and write / Elementary School Graduate	None required	None required	None required	<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>	Provincial Social Welfare and Development Office (PSWDO)

6	Administrative Aide I	1-01-014-0881	1-1	11,891.00	Must be able to read and write	None required	None required	None required	<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 Social Welfare and Development Office (PSWDO)
7	Administrative Assistant II	1-01-007-0165	8-1	18,048.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First 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 Accountant's Office (PAcctO)

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 **December 14, 2022**.

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.**

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1	Social Welfare Officer I	1-01-013-0766	11-1	25,439.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	<b>Core Competencies:</b> <ul style="list-style-type: none"> <li><b>SOLVING PROBLEMS AND MAKING DECISIONS</b> 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.</li> <li><b>DELIVERING SERVICE EXCELLENCE</b> The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction.</li> <li><b>EXEMPLIFYING INTEGRITY</b> 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.</li> </ul>	Capalonga Medicare and Community Hospital (CMCH)
2	Senior Health Program Officer	1-01-013-0969	18-1	45,203.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<b>Core Competencies:</b> <ul style="list-style-type: none"> <li><b>SOLVING PROBLEMS AND MAKING DECISIONS</b> 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.</li> <li><b>DELIVERING SERVICE EXCELLENCE</b> The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction.</li> <li><b>EXEMPLIFYING INTEGRITY</b> 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.</li> </ul>	Provincial Health Office (PHO)

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