



Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet

PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE



January 11, 2019

DIR. ROSALINI V. MONEDA

Director II

Civil Service Commission – Camarines Norte Field Office

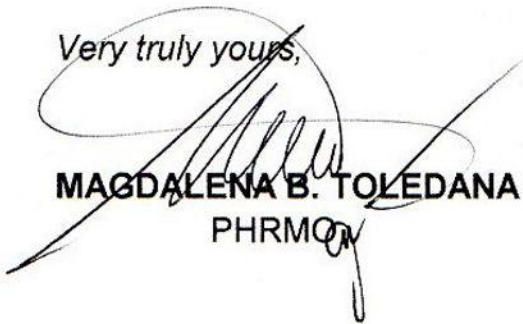
Daet, Camarines Norte

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:

MAGDALENA B. TOLEDANA
PHRMO

Date: January 11, 2019



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 Aide III (Clerk I)	1-01-007-0158	3-1	11,318.00	Completion of two years studies in college	None required	None required	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>	Provincial Accountant's Office (PAcctO)
2	Accountant III	1-01-007-0808	19-1	39,994.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	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>	Provincial Accountant's Office (PAcctO)

3	Administrative Aide II (Messenger)	1-01-001-0800	2-1	10,640.00	Elementary 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> 	Provincial Administrator's Office (PAO)
4	Administrative Aide II (Messenger)	1-01-001-0801	2-1	10,640.00	Elementary 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> 	Provincial Engineer's Office (PEO)
5	Utility Worker II	1-01-001-0803	3-1	11,318.00	Must be able to read and write	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> 	Provincial Administrator's Office (PAO)
6	Utility Worker II	1-01-001-0804	3-1	11,318.00	Must be able to read and write	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> 	Provincial Engineer's Office (PEO)

7	Utility Worker II	1-01-001-0805	3-1	11,318.00	Must be able to read and write	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> 	Provincial Human Resource Management Office (PHRMO)
8	Engineer IV	1-01-008-0194	22-1	55,781.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080 (Mechanical 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> <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 Engineer's Office (Equipment Pool Division)

9	Supervising Agriculturist	1-01-017-0680	22-1	55,781.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hours of relevant training	3 years 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> <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> <p>(WITH AT LEAST 5 YEARS EXPERIENCE IN HANDLING SUPERVISORY FUNCTION IN ANIMAL SCIENCE)</p>	Provincial Veterinary Office (PROVET)
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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 **January 26, 2019**.

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