



Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

January 16, 2019

DIR. ROSALINNI V. MONEDA

Director II

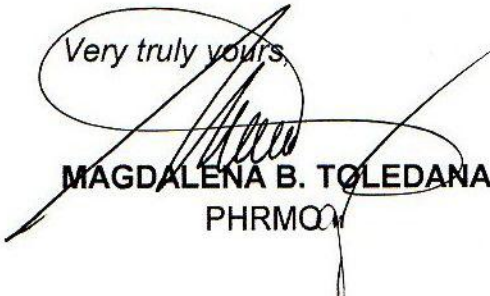
Civil Service Commission – Camarines Norte Field Office
Daet, Camarines Norte

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.

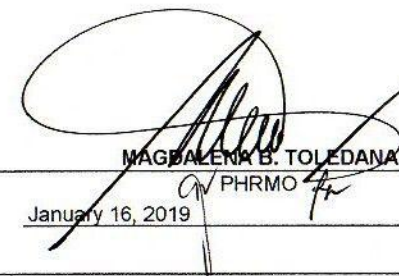
Very truly yours,

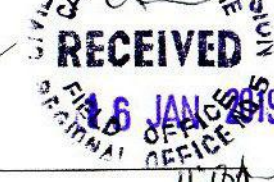

MAGDALENA B. TOLEDANA
PHRMCO

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 16, 2019


RECEIVED
CIVIL SERVICE COMMISSION
CAMARINES NORTE
OFFICE OF THE
PROVINCIAL
OFFICE
JAN 16 2019
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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	Nurse I	1-01-013-0476	11-1	20,179.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	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 Health Office (PHO)
2	Nursing Attendant I (3)	1-01-013-0444 1-01-013-0445 1-01-013-0448	4-1	12,674.00	Elementary School Graduate	None required	None required	MC No. 10, s. 2013- Cat. III	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 Health Office (PHO)

3	Nurse I	1-01-013-0551	.11-1	20,179.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	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>	Capalunga Medicare and Community Hospital (CMCH)
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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 31, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

January 16, 2019

DIR. ROSALINI V. MONEDA

Director II

Civil Service Commission – Camarines Norte Field Office

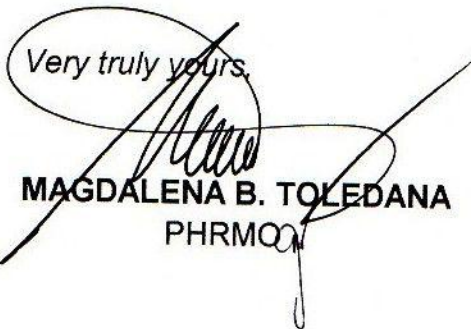
Daet, Camarines Norte

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Thank you.

Very truly yours,


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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 16, 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	Market Specialist I	1-01-016-0644	11-1	19,170.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second 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>	Office of the Provincial Agriculturist (OPAG)
2	Agricultural Technologist (2)	1-01-016-0631 1-01-016-0669	10-1	17,782.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	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>	Office of the Provincial Agriculturist (OPAG)

3	Agriculturist II (2)	1-01-016-0629 1-01-016-0641	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	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>	Office of the Provincial Agriculturist (OPAG)
4	Administrative Aide III (Utility Worker II)	1-01-016-0675	3-1	11,318.00	Must be able to read and write	None required	None required	MC No. 10, s. 2013-Cat. III	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>	Office of the Provincial Agriculturist (OPAG)
5	Administrative Officer V (Administrative Officer III)	1-01-007-0147	18-1	36,181.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second 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)
6	Engineer IV	1-01-008-0186	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 (Civil Engineer)	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> - NEXT PAGE-	Provincial Engineer's Office (PEO)

									<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> 	
7	Administrative Officer I (Records Officer I)	1-01-008-0183	10-1	17,782.00	Bachelor's degree relevant to the job	None required	None required	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> 	Provincial Engineer's Office (PEO)
8	Administrative Assistant II (Clerk IV)	1-01-015-0585	8-1	15,468.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First 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> 	General Services Office (GSO)

9	Administrative Aide III (Utility Worker II)	1-01-015-0615	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> 	General Services Office (GSO)
10	Administrative Aide I (Utility Worker I)	1-01-017-0712	1-1	9,985.00	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 Veterinary Office (PROVET)
11	Administrative Officer III (Records Officer II)	1-01-018-0718	14-1	25,169.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year 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>1) WITH KNOWLEDGE AND EXPERIENCE IN HUMAN RESOURCE AND ADMINISTRATIVE FUNCTIONS, AND 2) UNDERGO TRAINING CONDUCTED BY THE CIVIL SERVICE COMMISSION FOR THE LAST 5 YEARS</p>	Provincial Human Resource Management Office (PHRMO)

12	Data Controller II	1-01-018-0716	8-1	15,468.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / Data Encoder (MC 11, s. 96-Cat. I) / 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> 1) WELL-KNOWN TO OTHER HUMAN RESOURCE MANAGEMENT FUNCTIONS, AND 2) WILLING TO WORK BEYOND OFFICE HOURS	Provincial Human Resource Management Office (PHRMO)
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phrmo.pgocamnorte@gmail.com

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