



Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

December 17, 2018

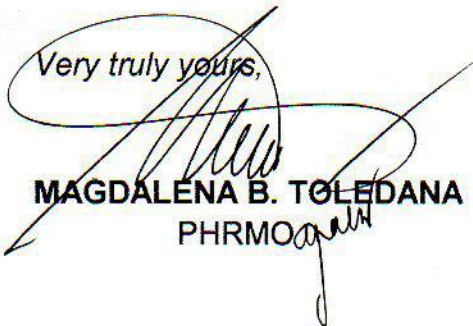
DIR. ROSALINNI V. MONEDA
Director II
Civil Service Commission – Camarines Norte Field Office
Daet, Camarines Norte

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.

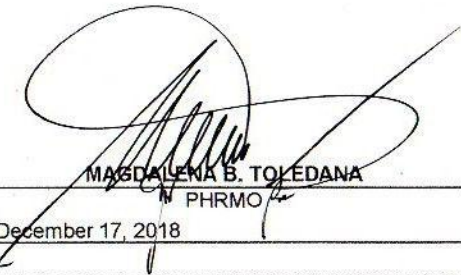
Very truly yours,


MAGDALENA B. TOLEDANA
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: December 17, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Nurse IV	1-01-013-0519	19-1	42,099.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	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>	Labo District Hospital (LDH)
2	Nursing Attendant I	1-01-013-0529	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>	Labo District Hospital (LDH)

3	Prison Guard II	1-01-001-0042	7-1	14,491.00	Completion of two years studies in college	None required	None required	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> 	GO-Prov'l Custodial & Security Services Division (GO-PCSSD)
4	Reproduction Machine Operator II	1-01-018-0796	4-1	12,040.00	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> <p>a.) WELL-KNOWN TO OTHER HUMAN RESOURCE MANAGEMENT FUNCTIONS b.) WILLING TO WORK BEYOND OFFICE HOURS</p>	Provincial Human Resource Management Office (PHRMO)
5	Bookbinder I	1-01-018-0797	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> <p>a.) WELL-KNOWN TO OTHER HUMAN RESOURCE MANAGEMENT FUNCTIONS b.) WILLING TO WORK BEYOND OFFICE HOURS</p>	Provincial Human Resource Management Office (PHRMO)

6	Bookbinder I	1-01-009-0798	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 Budget Office (PBO)
7	Bookbinder I	1-01-006-0799	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 Assessors Office (PASSO)
8	Utility Worker II	1-01-013-0806	3-1	11,914.00	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> 	Capalonga Medicare and Community Hospital (CMCH)

9	Utility Worker II	1-01-001-0807	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 Tourism Office
10	Utility Worker I	1-01-018-0793	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 Human Resource Management Office (PHRMO)
11	Utility Worker I	1-01-006-0794	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 Assessors Office (PASSO)

12	Midwife I (2)	1-01-013-0787 1-01-013-0802	9-1	17,473.00	Completion of the Midwifery Course	None required	None required	RA 1080 (Midwife)	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)
13	Nursing Attendant I (5)	1-01-013-0788 1-01-013-0789 1-01-013-0790 1-01-013-0791 1-01-013-0792	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)
14	Driver I	1-01-018-0795	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: • 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) No record on reckless driving 2) No record at the LTO for traffic violations 3) With knowledge in paper works/HR Functions and can extend work assignment even beyond office hours	Provincial Human Resource Management Office (PHRMO)

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 31, 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;
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.