



Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

January 28, 2014

DIR. CECILIA T. BALMACEDA

Director II

Civil Service Commission – Camarines Norte Field Office

Daet, Camarines Norte

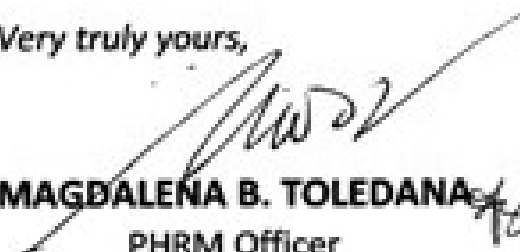
Dear Madam:

We are respectfully submitting the attached **List of Vacant Positions** in the Provincial Government of Camarines Norte for publication at CSC Bulletin of Vacant Positions, to wit:

1. (Item No. 5001) *Assistant PGDH (Assistant Provincial Treasurer)*
2. (Item No. 1047) *Security Guard III*
3. (Item No. 1049) *Security Guard III*
4. (Item No. 1033) *Prison Guard II*
5. (Item No. 1063) *Tourism Operations Officer II*
6. (Item No. 2002) *Administrative Assistant II (Clerk IV)*
7. (Item No. 2003) *Supervising Administrative Officer (HRMO IV)*
8. (Item No. 4034) *Medical Officer III*
9. (Item No. 4004) *Administrative Officer IV (Administrative Officer II)*
10. (Item No. 4177) *Nursing Attendant II*
11. (Item No. 4162) *Nurse I*
12. (Item No. 4006) *Administrative Officer III (Supply Officer II)*
13. (Item No. 4030) *Sanitation Inspector IV*
14. (Item No. 4207) *Laundry Worker II*
15. (Item No. 4114) *Laboratory Aide II*
16. (Item No. 4033) *Medical Specialist III*
17. (Item No. 4028) *Nurse III*
18. (Item No. 4101) *Pharmacist II*
19. (Item No. 3016) *Administrative Assistant V (Stenographic Reporter III)*

Thank you.

Very truly yours,


MAGDALENA B. TOLEDANA
PHRM Officer

The Regional Director
Civil Service Commission
Regional Office No. 5
Legazpi City

January 28, 2014

Date



4:59 pm

Madam:

Below is the List of Vacant Positions in the **PROVINCIAL GOVERNMENT OF CAMARINES NORTE:**


	POSITION TITLE	ITEM NO.	SALARY GRADE	DATE VACATED	LEVEL	PLACE OF ASSIGNMENT	EDUCATION	EXPERIENCE	QUALIFICATION REQUIREMENT		REMARKS
									TRAINING	ELIGIBILITY	
1.	*Assistant PGDH (Assistant Provincial Treasurer)	5001	24	4/9/2013	2	Provincial Treasurer's Office (PTO)	Bachelor's degree preferably in commerce, public administration or law from a recognized college or university	Four (4) years in position involving management/supervision acquired experience in treasury or accounting service for at least five (5) years	Twenty four (24) hours of training on management/supervision	Career Service Professional/ Second Level Eligibility	* a resident of the local government unit concerned
2.	Security Guard III	1047	8	3/19/2013	1	GO-Provincial Custodial and Security Services Division (GO-PCSSD)	High School Graduate	One (1) year of relevant experience	Four (4) hours of relevant training	Security Guard License (MC 11, s. - Cat. II)	Submit application to: HON. EDGARDO A. TALLADO Governor Province of Camarines Norte Prov'l Capitol, Daet, Cam. Norte
3.	Security Guard III	1049	8	10/7/2013	1	GO-Provincial Custodial and Security Services Division (GO-PCSSD)	High School Graduate	One (1) year of relevant experience	Four (4) hours of relevant training	Security Guard License (MC 11, s. - Cat. II)	The Provincial Human Resource Management Officer Provincial Gov't of Cam. Norte Prov'l Capitol, Daet, Cam. Norte (Note: The deadline for submission is on: February 18, 2014.)

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									TRAINING	ELIGIBILITY	
4.	Prison Guard II	1033	7	4/12/2013	1	GO-Provincial Custodial and Security Services Division (GO-PCSSD)	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	
5.	Tourism Operations Officer II	1063	15	NEW	2	GO-Tourism Operations Division	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional/ Second Level Eligibility	
6.	Administrative Assistant II (Clerk IV)	2002	8	1/25/2013	1	Provincial Administrator's Office	Completion of two-year studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Subprofessional/ First Level Eligibility	
7.	Supervising Administrative Officer (HRMO IV)	2003	22	12/31/2013	2	GO-Library Services Division (GO-LSD)	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service Professional/ Second Level Eligibility	
8.	Medical Officer III	4034	21	11/1/2013	2	Capalonga Medicare Community Hospital (CMCH)	Doctor of Medicine	None required	None required	RA 1080	
9.	Administrative Officer IV (Administrative Officer II)	4004	15	9/10/2012	2	Labo District Hospital (LDH)	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional/ Second Level Eligibility	


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									TRAINING	ELIGIBILITY	
10.	Nursing Attendant II	4177	6	7/7/2013	1	Labo District Hospital (LDH)	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	
11.	Nurse I	4162	11	3/1/2013	2	Provincial Health Office (PHO)	Bachelor of Science in Nursing	None required	None required	RA 1080	
12.	Administrative Officer III (Supply Officer II)	4006	14	5/27/2013	2	Provincial Health Office (PHO)	Bachelor's Degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional/ Second Level Eligibility	
13.	Sanitation Inspector IV	4030	13	8/1/2013	1	Provincial Health Office (PHO)	Completion of two years studies in college	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service Subprofessional/ First Level Eligibility	
14.	Laundry Worker II	4207	3	10/25/2013	1	Provincial Health Office (PHO)	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	
15.	Laboratory Aide II	4114	4	1/1/2012	1	Provincial Health Office (PHO)	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III)	

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16.	Medical Specialist III	4033	24	12/1/2011	2	Provincial Health Office (PHO)	Doctor of Medicine	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	
17.	Nurse III	4028	17	4/1/2013	2	Provincial Health Office (PHO)	Bachelor of Science in Nursing	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	
18.	Pharmacist II	4101	15	12/31/2013	2	Provincial Health Office (PHO)	Bachelor's degree in Pharmacy	None required	None required	RA 1080	
19.	Administrative Assistant V (Stenographic Reporter III)	3016	11	2/20/2013	1	Sangguniang Panlalawigan (SP)	Completion of two years studies in college	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Subprofessional/ First Level Eligibility	For vacant position in SP, submit application to: HON. JONAH G. PIMENTEL Vice Governor Province of Camarines Norte Prov'l Capitol, Daet, Cam. Norte

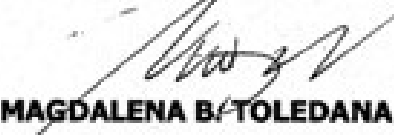
Prepared by:


DARYL F. YASIS
Admin. Aide VI

Reviewed by:


MELINDA G. PALMA
Admin. Officer III

Certified Correct:


MAGDALENA B. TOLEDANA
PHRM Officer