



Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

September 25, 2018

DIR. ENIDA B. ABORDO

Acting 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
PHRM

Date: September 25, 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	Administrative Aide III (Utility Worker II)	1-01-017-0685	3-1	11,318.00	Must be able to read and write	None required	None required	MC No. 10, s. 2013 - Category 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>	Provincial Veterinary Office (PROVET) / Calasgasan Livestock Breeding Station
2	Draftsman II	1-01-008-0190	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	Draftsman (MC No. 10, s. 2013- Cat. II)	• 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)
3	Administrative Aide IV (Driver II)	1-01-013-0297	4-1	12,674.00	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>	Provincial Health Office (PHO)
4	Administrative Aide IV (Driver II)	1-01-007-0156	4-1	12,040.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013 - Cat. IV)	• 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)

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	Competency	
5	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	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) WITH 2 YEARS WORK EXPERIENCE IN HUMAN RESOURCE MANAGEMENT 2) COMPUTER LITERATE - EXCEL/WORD/POWERPOINT 3) UNDERGO TRAINING ON RECORDS MANAGEMENT WITHIN THE LAST 5 YEARS	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 October 10, 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.