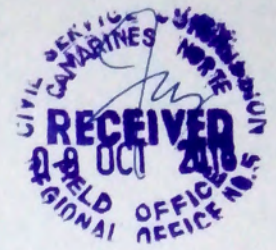




Republic of the Philippines  
**PROVINCE OF CAMARINES NORTE**  
Daet



**PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE**

October 5, 2018

**DIR. ENIDA B. ABORDO**

Acting Director II

Civil Service Commission – Camarines Norte Field Office

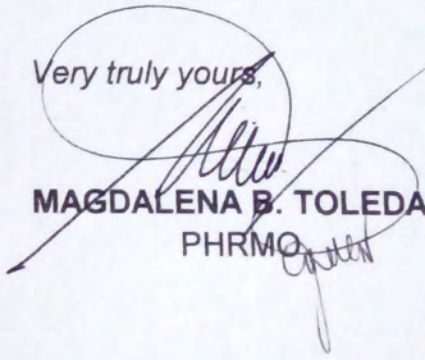
Daet, Camarines Norte

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



MAGDALENA B. TOLEDANA  
PHRMO

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:

Date: October 5, 2018

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
1	Administrative Aide IV (Driver II)	1-01-019-0733	4-1	12,040.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013 - Cat. IV)	<b>Core Competencies:</b> <b>• SOLVING PROBLEMS AND MAKING DECISIONS</b> <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> <b>• DELIVERING SERVICE EXCELLENCE</b> <i>The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction .</i> <b>• EXEMPLIFYING INTEGRITY</b> <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 Disaster Risk Reduction and Management Office (PDRRMO)
2	Administrative Aide III (Utility Worker II)	1-01-015-0622	3-1	11,318.00	Must be able to read and write	None required	None required	MC No. 10, s. 2013 - Category III	<b>Core Competencies:</b> <b>• SOLVING PROBLEMS AND MAKING DECISIONS</b> <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> <b>• DELIVERING SERVICE EXCELLENCE</b> <i>The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction .</i> <b>• EXEMPLIFYING INTEGRITY</b> <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)

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 20, 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](http://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](mailto:phrmo.pgocamnorte@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**