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Republic of the Philippines
PROVINCE OF CAMARINES NORTE
Daet



2014117-943

PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

November 17, 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. 7063) **Administrative Assistant II (Clerk IV)**
- 2 (Item No. 7064) **Administrative Aide VI (Storekeeper II)**
- 3 (Item No. 7044) **Heavy Equipment Operator II**
- 4 (Item No. 8054) **Administrative Aide V (Carpenter II)**
- 5 (Item No. 8074) **Administrative Aide III (Utility Worker II)**
- 6 (Item No. 9022) **Administrative Aide III (Utility Worker II)**
- 7 (Item No. 1055) **Security Guard I**
- 8 (Item No. 4203) **Seamstress**
- 9 (Item No. 7060) **Administrative Aide IV (Driver II)**
- 10 (Item No. 9542) **Planning Officer IV**
- 11 (Item No. 4001) **Administrative Officer V (Administrative Officer III)**

Thank you.

Very truly yours,


MAGDALENA B. TOLEDANA

PHRM Officer

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

November 17, 2014

Date



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.	Administrative Assistant II (Clerk IV)	7063	8/1	7/19/2014	1	Provincial Engineer's Office (PEO)	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Subprofessional/ First Level Eligibility	<p>Submit application to: HON. EDGARDO A. TALLADO Governor Province of Camarines Norte Prov'l Capitol, Daet, Cam. Norte</p> <p>The Provincial Human Resource Management Officer Provincial Gov't of Cam. Norte Prov'l Capitol, Daet, Cam. Norte</p> <p><i>Deadline for Submission: December 2, 2014</i></p>
2.	Administrative Aide VI (Storekeeper II)	7064	6/1	2/7/2013	1	Provincial Engineer's Office (PEO)	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Subprofessional/ First Level Eligibility	
3.	Heavy Equipment Operator II	7044	6/1	12/24/2013	1	Provincial Engineer's Office (PEO)	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Heavy Equipment Operator (MC 11, s. 96 - Cat. I)	
4.	Administrative Aide V (Carpenter II)	8054	5/1	07/13/2012	1	General Services Office (GSO)	Elementary School Graduate	None required	None required	Carpenter (MC 11, 96 - Cat. I)	
5.	Administrative Aide III (Utility Worker II)	8074	3/1	01/30/2014	1	General Services Office (GSO)	Must be able to read and write	None required	None required	None required	
6.	Administrative Aide III (Utility Worker II)	9022	3/1	10/29/2013	1	Provincial Veterinarian's Office (PROVET)	Must be able to read and write	None required	None required	None required	



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									TRAINING	ELIGIBILITY	
7.	Security Guard I	1055	3/1	9/21/2013	1	Provincial Health Office (PHO)	High School Graduate	None required	None required	Security Guard License	<p><i>Deadline for Submission:</i> December 2, 2014</p>
8.	Seamstress	4203	2/1	7/20/2014	1	Provincial Health Office (PHO)	Elementary School Graduate	None required	None required	None required	
9.	Administrative Aide IV (Driver II)	7060	4/1	NEW	1	Provincial Human Resource Management Office (PHRMO)	Elementary School Graduate	None required	None required	Driver License	
10.	Planning Officer IV	9542	22/1	9/17/2014	2	Office of the Provincial Agriculturist (OPAg)	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	
11.	Administrative Officer V (Administrative Officer III)	4001	18/1	9/1/2011	2	Provincial Health Office (PHO)	Bachelor's degree relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional/ Second Level Eligibility	

Prepared by:

[Signature]
DARYL F. YASIS
 Admin. Aide VI

Reviewed by:

[Signature]
MELINDA G. PALMA
 Admin. Officer III

Submitted by:

[Signature]
MAGDALENA B. TOLEDANA
 PHRM Officer