

Place of Assignment : Provincial Disaster Risk Reduction and Management Office (PDRRMO)

Position Title : Local Disaster Risk Reduction and Management Officer IV

Plantilla Item No. : 1-01-019-1042

Salary/Job/Pay Grade : 22

Monthly Salary : Php 67,935.00

Eligibility : Career Service (Professional) / Second Level Eligibility

Education : Bachelor's Degree

Training : 16 hours of relevant training on DRRM

Work Experience : 3 years of relevant experience on DRRM

Competency : Core Competencies: ? SOLVING PROBLEMS AND MAKING DECISIONS 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. ? DELIVERING SERVICE EXCELLENCE The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction . ? EXEMPLIFYING INTEGRITY 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. Leadership Competencies: ? BUILDING COLLABORATIVE, INCLUSIVE WORKING RELATIONSHIPS Intermediate: Builds partnership and networks to deliver or enhance work outcomes. ? MANAGING PERFORMANCE AND COACHING FOR RESULTS Intermediate: Creates tools and/or applies new methods in correcting and improving below standard of non-compliant performance of individuals or groups,using knowledge and skills in coaching to enable them to self-initiate solutionsfor their growth and development. ? LEADING CHANGE Intermediate: Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change. ? THINKING STRATEGICALLY AND CREATIVELY Intermediate: Creates or defines goals and initiatives based on how one can support,extend or align to the goals of one's department and functional area. ? CREATING AND NURTURING A HIGH PERFORMING

ORGANIZATION Intermediate: Build a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.

Instructions/Remarks :

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 August 13, 2024.

Documents:

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. Authenticated Copy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MAGDALENA B. TOLEDANA

PHRM Officer

Provincial Capitol Bldg., Brgy. III, Daet, Camarines Norte
phrmo.pgocamnorte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : July 29, 2024

Closing Date : August 13, 2024