

Republic of the Philippines
PROVINCE OF NORTHERN SAMAR
 -0- Catarman -0-

Vacancies
August 22, 2017

DIR. PHARIDA Q. AURELIA
 Director II
 Civil Service Commission
 Northern Samar Field Office
 Catarman, N. Samar

Dear Director Aurelia:

Please effect publication of the following vacant positions in the CSC Bulletin of vacant Positions in the Government

Position	Salary Grade/Annual Salary	Item No.	QUALIFICATION STANDARDS			
			Education	Work Experience	Training	Eligibility
Admin. Officer IV (AO II)	15/1 P330,780.00	CatubigDH 52-14	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Prof.) 2 nd Level Eligibility
Brief Description of the General Function of the Position:		Assists the chief of hospital in expediting internal staff services and administrative details; Signs vouchers regarding the legality and lawfulness of expenses and at the same time supervise procurement of hospital supplies and materials and helps the COH in processing papers for his/her signature, maintains discipline and order among personnel directly under him/her				
<p>Preference shall be given to applicants who possess the following competencies:</p> <ul style="list-style-type: none"> • Exemplifying Integrity Intermediate: Demonstrates compliance to intermediate rules and other standards set by PGNS • Achievement orientation Intermediate: Adopts ways to improve efficiency • Attention to Detail Intermediate: Double-checks the accuracy of information and work product to provide accurate and consistent work. • Professionalism Intermediate: Dedicates required time and energy to assignments or tasks to ensure that no aspect of the work is neglected. • Communication Advanced: Frequently updates superior verbally of current workload and priorities • Service Delivery Intermediate: Demonstrates responsibility and accountability even for urgent work and delivers it promptly • Computer Skill Basic: Applies basic computer skills in work using basic MS Office application 						

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and send to the address below not later than **September 15, 2017**. The assessment process will start on September 16, 2016.

1. Fully accomplished Personal data Sheet with recent passport-size picture (CS Form 212 Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication*
3. Authenticated copy of Transcript of Record
4. Authenticated copy of Civil Service Eligibility
5. Barangay Certification

Send to:

HON. JOSE L. ONG JR.
 Governor
 Province of Northern Samar

c.c. PHRMDO & Provincial Administrator

Note: * For promotional appointments