

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
Accountant III	19/1 P469,812.00	NSPH 185	Bachelor's degree in Commerce/Business Admin. Major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)
Brief Description of the General Function of the Position:		Implements policies relating to the control of allotments, expenditures and collection of NSPH; Reviews, verifies and signs accounting documents and financial statements as required by proper authorities;				
Preference shall be given to applicants who possess the following competencies:						
<ul style="list-style-type: none"> • Exemplifying Integrity Advanced: Influences others to observe and/or adhere to the policies, rules and other standards set by PGNS • Service Delivery Intermediate: Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level • Transaction Processing Advanced: Monitors all work achieved against deadlines • Preparation and Interpretation of Financial Statements and Reports Intermediate: Manages month-end and year-end closure routines and adjusting entries, to prepare the information in the computer system for monthly and annual financial reporting.. • Attention to Detail Intermediate: Sets up procedures to ensure high quality of work • Communication Intermediate: Explains clearly issues, policies and procedures and other pertinent information to clients and coworkers when asked for clarification • Computer Skills 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, 2017.

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 Professional License & Board Rating Report
5. Barangay Certification

Send to:

HON. JOSE L. ONG JR.
 Governor
 Province of Northern Samar
 c.c. PHRMDO & Provincial Administrator

Note: * For promotional appointments