

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 Aide II (Bookbinder 1)	2/1 P 121,608.00	PSO 12-8	Elementary School Graduate	None required	None required	None required
Brief Description of the General Function of the Position:		Puts into bookform all documents of PSO for easy retrieval and other related work as required from time to time				
Preference shall be given to applicants who possess the following competences:						
<ul style="list-style-type: none"> • Exemplifying Integrity Basic: Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules • Communication Basic: Speaks clearly and courteously when communicating messages using simple/basic terms or words • Service Delivery Basic: Understands role in the agency and recognizes the importance and value of efficient work • Attention to Detail Basic: Double checks the accuracy of information and work product to provide accurate and consistent work. 						

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. Barangay Certification

Send to:

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

c.c. PHRMDO & Provincial Administrator

Note: * For promotional appointments