

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 I (Supply Officer I) | 10/1 P207,672.00 | PGSO 5-4 | Bachelor's degree | None required | None required | Career Service (Professional) 2 nd level Eligibility |
| Brief Description of the General Function of the Position: | | Assists in maintaining records of all accountable properties, makes reports of rentals and sales of books and checks affidavits covering last property; checks & participates in the preparation of annual inventory of correspondence & requisitions & prepares awards to lowest bidder, post checks quotation from dealers on the abstract of bids | | | | |
| Preference shall be given to applicants who possess the following competencies: | | | | | | |
| <ul style="list-style-type: none"> • Exemplifying Integrity Intermediate: Demonstrates compliance to intermediate rules and other standards set by PGNS • Records Management Basic: Checks accuracy of the details of all transactions and record keeping • Service Delivery Basic: Understands role in the agency and recognizes the importance and value of efficient work • Attention to Detail Basic: Gives information on a timely basis • Communication Intermediate: Explains clearly issues, policies and procedures and other pertinent information to clients and coworkers when asked for clarification • Professionalism Intermediate: Sets high standards of work performance for self • 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 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