

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
Local Assessment Operation Officer IV	22/1 P601,728.00	PAssO 82-2	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS (Prof.) 2 nd Level Eligibility
Brief Description of the General Function of the Position:		Implement all laws governing the appraisal and assessment of real properties; & recommend revision/ modification for taxation purposes; conduct assessment audit of all taxes				
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 • Thinking Strategically & Creatively Intermediate: Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area. • Achievement Orientation Intermediate: Adopts ways to improve efficiency • Attention to Detail Advanced: Provides immediate feedback to team members on reports and written communication that need to be revised • Communication Advanced::Frequently updates superior verbally of current workload and priorities • Professionalism: Intermediate: Dedicates required time and energy to assignments or tasks to ensure that no aspect of the work is neglected • Computer Skills Basic: Applies basic computer skills in work using basic MS Office application • Service Delivery Intermediate: Demonstrates responsibility and accountability even for urgent work and delivers it promptly 						

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 Sept. 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 CSC 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