

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 Revenue Collection Officer III	18/1 P406,896.00	PTO 78	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Prof.) 2 nd Level Eligibility
Brief Description of the General Function of the Position:		Prepares realty tax collections on special education funds, quarterly and annual reports of the same; Conducts comparative reports of collections by municipality; Prepares other reports required by the Department of Finance from time to time; and Directs the staff regarding the proper indexing of realty ownership cards and filing documents in relation to real properties				

Preference shall be given to applicants who possess the following competencies:

- **Exemplifying Integrity**
Advanced: Influences others to observe and/or adhere to the policies, rules and other standards set by PGNS
- **Computer Skills**
Basic: Applies basic computer skills in work using basic MS Office application
- **Communication**
Intermediate: Explains clearly issues, policies and procedures and other pertinent information to clients and coworkers when asked for clarification
- **Attention to Detail**
Intermediate: Sets up procedures to ensure high quality of work
- **Achievement Orientation**
Basic: Identifies necessary resources required for a task
- **Professionalism:**
Intermediate: Dedicates required time and energy to assignments or tasks to ensure that no aspect of the work is neglected
- **Service Delivery**
Intermediate: Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level.

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