

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
(1) Local Treasury Operations Officer I	11/1 P 217,476.00	PTO 76-3	Bachelor's Degree relevant to the job	None required	None required	Career CS Professional (Second level Eligibility)
Brief Description of the General Function of the Position:		Responsible to inspect all deliveries by suppliers of PGNS as to quantity, quality and specification				
<p>Preference shall be given to applicants who possess the following competencies:</p> <ul style="list-style-type: none"> • Exemplifying Integrity Intermediate: Demonstrates compliance to Intermediate rules and other standards set by PGNS • Service Delivery Intermediate: responsibility and accountability even for urgent work and delivers promptly. • Achievement Orientation Intermediate: Adopts ways to improve efficiency • Attention to detail Basic: Double checks the accuracy of information and work product to provide accurate and consistent work. • Communication Basic: Speaks clearly and courteously when communicating messages using simple/basic terms or words • Computer Skills Basic: Applies basic computer skills in work using basic MS Office application • Records Management Basic: Checks accuracy of the details of all transactions and record keeping 						

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 Civil Service Eligibility
4. Authenticated copy of Transcript of Records
5. Barangay Certification

Send to:

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

c.c. PHRMDO & Provincial Administrator

Note: * For promotional appointments