

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
Prov'l. Government Department Head	26/1 P900,144.00	PAIO 45-11	Bachelor's Degree	5 years in positions involving management & supervision	32 hours of training on management/supervision	Career Service (Professional) 2nd level eligibility
<b>Brief Description of the General Function of the Position:</b>		Takes charge of the Provincial Internal Audit Office; advise the governor on all matters relating to internal management and operations audit; conduct management and operations performance audit & the degree of compliance with policies, government regulations, established objective systems and procedures and contractual of PGNS; and performs other related duties				
<p><b>Preference shall be given to applicants who possess the following competencies:</b></p> <ul style="list-style-type: none"> <li>• <b>Thinking Strategically and Creatively</b>  <b>Advanced:</b> Plans, crafts and adapts strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper implementation of these strategies</li> <li>• <b>Building Collaborative, Inclusive Working Relationship</b>  <b>Advanced:</b> Cultivates a robust network of connections and working relationships</li> <li>• <b>Exemplifying Integrity</b>  <b>Advanced:</b> Influences others to observe and/or adhere to the policies, rules and other standards set by PGNS</li> <li>• <b>Service Delivery</b>  <b>Advanced:</b> Meets the urgency of task and delivers quick service despite pressure.</li> <li>• <b>Solving Problems and Making Decisions</b>  <b>Advanced:</b> Involves others in the formulation of clear decision criteria.</li> <li>• <b>Internal Audit Planning And Management</b>  <b>Advanced:</b> Reviews written internal audit reports, verifying accuracy and completeness of information and supporting documents and compliance to standard audit procedures and format</li> <li>• <b>Financial Acumen</b>  <b>Advanced:</b> Analyses pros and cons and calculates the risks of financial decision options</li> <li>• <b>Risk Assessment and Management</b>  <b>Advanced:</b> Develops action plans /strategies to mitigate risks</li> <li>• <b>Generating Reports and Documentation</b>  <b>Advanced:</b> Writes technical documents and formal communications</li> </ul>						

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](http://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