

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
Planning Officer I	11/1 P223,668.00	PPDO 56-1	Bachelor degree relevant to the job	None required	None required	'CS (Prof.) 2 nd Level Eligibility
Brief Description of the General Function of the Position:		Prepare feasibility studies with regards to proposed provincial infrastructure, revise designs and follow up constructed projects; Participate in road network programs & conduct in service training programs for dev't. on feasibility studies, road network, planning & capital improvement planning				
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 • Service Delivery Basic: Understands role in the agency and recognizes the importance and value of efficient work • Planning, Organizing and Delivering Basic: Schedules one's assigned tasks according to agreed priorities • Preparing Feasibility Studies Basic: Identifies the scope and limitation of the research workresearch work Identifies the need for other types of research methodologies to address the issue • Generating Reports and Documentation Basic: Writes summary reports and other documentation related to the performance of one's tasks, duties and responsibilities • Facilitation Skills Basic: Uses time management techniques in the conduct of training • 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