

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 II	15/1 P314,244.00	PPDO 55	Bachelor degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Prof.) 2 <sup>nd</sup> Level Eligibility
<b>Brief Description of the General Function of the Position:</b>	Prepare feasibility studies with regards to proposed provincial infrastructure, revise designs and follow up constructed projects; Participate in road network programs & conduct training programs for dev't on feasibility studies, road network, planning & capital improvement planning					
<b>Preference shall be given to applicants who possess the following competencies:</b>						
<ul style="list-style-type: none"> <li>• <b>Exemplifying Integrity</b> Intermediate: Demonstrates compliance to intermediate rules and other standards set by PGNS</li> <li>• <b>Service Delivery</b> Intermediate: Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level</li> <li>• <b>Formulating &amp; Integrating Development Plans</b> Advanced: Identifies challenges, risks and possible problems, and determines corresponding measures to address the same</li> <li>• <b>Research in Development Planning</b> Intermediate: Recognizes and adopts the appropriate research methodologies and resources needed based on the identified needs and issues that must be addressed by the research</li> <li>• <b>Planning, Organizing and Delivering</b> Intermediate: Develops work plan to achieve deliverables in own area of responsibility, including the resource needed to accomplish the work plan on schedule</li> <li>• <b>Preparing Feasibility Studies</b> Intermediate: Determines the correct types of data, and classifies the gathered data or information according to their relevance to the objective of the research or study</li> <li>• <b>Facilitation Skills</b> Intermediate: Encourages active participation to elicit ideas/opinions regarding a topic/session to fit desired outcome</li> <li>• <b>Generating Reports and Documentation</b> Advanced: Writes technical documents and formal communications</li> <li>• <b>Computer Skills</b> Basic: Applies basic computer skills in work using basic MS Office application</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