

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
(4) Prison Guards I	5/1 P147,912.00	PGO 29-3, PG 29-4, PGO 29-5 & PGO 29-11	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional
Brief Description of the General Function of the Position:		Responsible for enforcing rules, preventing assaults and escapes, and maintaining the general order of the PGNS Provincial Jail.				
Preference shall be given to applicants who possess the following competencies:						
<ul style="list-style-type: none"> • Exemplifying Integrity Basic: Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules • Service Delivery Basic: Understands role in the agency and recognizes the importance and value of efficient work • 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 • Risk Analysis Basic:Identifies probable risks that will be encountered 						

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