

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
Provincial Warden	22/1 P601,728.00	PGO 26	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service Professional (2 <sup>nd</sup> Level Eligibility)
<b>Brief Description of the General Function of the Position:</b>		Perform supervisory work to staff and inmates which involves the custody, treatment and training of inmates confined in the PGNS Provincial Jails in accordance with the standard operating procedures, Prepare reports.				
<b>Preference shall be given to applicants who possess the following competencies:</b>						
<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>Professionalism</b>  <b>Advanced:</b> Sets high standards of performance for team, group or others</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>Communication:</b>  <b>Superior:</b> Responds calmly and provides options to keep difficult situation under control</li> <li>• <b>Report Preparation and Documentation</b>  <b>Superior:</b> Writes detailed and precise technical documentation and formal communications</li> <li>• <b>Investigation and Research Skills</b>  <b>Superior:</b> Sets standards in effective analyses, conclusion and writing of investigation report</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