

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
Tax Mapper III	19/1 P446,316.00	PAssO 86	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Prof.) 2 nd Level Eligibility
Brief Description of the General Function of the Position:		Assists in reviewing all tax mapping documents to properly identify location, area, improvements, ownership & index number of properties; & in maintaining Tax Map Control Roll & other Tax Mapping Reports of the 24 municipalities				
Preference shall be given to applicants who possess the following competencies:						
<ul style="list-style-type: none"> • Exemplifying Integrity Advanced: Influences others to observe and/or adhere to the policies, rules and other standards set by PGNS • Service Delivery Intermediate: Exerts additional effort in providing excellent customer service by consistently exceeding expectation established in the service level. • Attention to Detail Intermediate: Sets up procedures to ensure high quality of work • Professionalism: Intermediate: Dedicates required time and energy to assignments or tasks to ensure that no aspect of the work is neglected • Communication Intermediate: Explains clearly issues, policies and procedures and other pertinent information to clients and coworkers when asked for clarification • Computer Skills Basic: Applies basic computer skills in work using basic MS Office application • Records Management Advanced: Develops procedures for quick classification, better storage, protection and disposition of records to provide integrity, reliability, efficiency and effectiveness in records management functions and to respond to internal and external clients' needs and expectations • Achievement orientation Intermediate: Adopts ways to improve efficiency 						

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