

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 Aide	4/1 P 138,564.00	PAssO 88	High School Graduate or completion of relevant vocational/trade course	None required	None required	None required
<b>Brief Description of the General Function of the Position:</b>		Maintains all property Record Forms (PRFs)				
<b>Preference shall be given to applicants who possess the following competences:</b>						
<ul style="list-style-type: none"> <li>• <b>Exemplifying Integrity</b> Basic: Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules</li> <li>• <b>Communication</b> Basic: Speaks clearly and courteously when communicating messages using simple/basic terms or words</li> <li>• <b>Service Delivery</b> Basic: Understands role in the agency and recognizes the importance and value of efficient work</li> <li>• <b>Attention to Detail</b> Basic: Double checks the accuracy of information and work product to provide accurate and consistent work.</li> <li>• <b>Records Management</b> Basic: Maintain records in a methodical and organized manner using own initiative to facilitate easy retrieval</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 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](http://www.csc.gov.ph)
2. Performance ratings in the last two (2) semesters preceding this publication\*
3. Barangay Certification

Send to:

**HON. JOSE L. ONG JR.**  
 Governor  
 Province of Northern Samar

c.c. PHRMDO & Provincial Administrator

Note: \* For promotional appointments