

Republic of the Philippines
LGU, Province of Northern Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Province of Northern Samar.



JOSE L. ONG, JR.
Governor

Date: _____

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|--------------------|------------------------|----------------|-------------------------|---|--|---|--|---------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Provincial Government Assistant Department Head | PTO 54-5 | 24/1 | P61,195.00 | Bachelor's Degree | 24 hours of training on management /supervision | 4 years in positions involving management/ supervision | Career Service Professional (2nd Level Eligibility) | <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 (Advanced) Meets the urgency of task and delivers quick service despite pressure ●Problem Solving (Intermediate) Investigates, gathers and organizes information in order to understand the problem or the decision dilemma. ●Communication (Advanced) Keeps superior informed about progress and problems to avoid surprises. ●Preparation of Revenue Program (Profile)(Advanced) Updates the revenue program accurately using all available information during the budget year according to actual disbursement; Demonstrates key knowledge of historical ability of the agency to collect its revenue in accordance with its monthly targets. ●Liquidity, Debt & Investment Mgt.(Advance) Ensures that there is sufficient liquidity (including cash buffer) within PGNS to cover commitments, payment orders, and pending forecast disbursement. ●Computer Skills (Intermediate) ●Mgt. of Accounts Receivable (Expert) | PTO |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 30, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOSE L. ONG, JR.

Governor

Office of the Governor

Cataman, Northern Samar

melissamuncada2018@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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