

2	2 Supervising Administrative Officer (HRMO IV)	PHRMDO 13-12 and PHRMDO 13-5	22/1	P 55,781.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> <li>&gt; <b>Exemplifying Integrity (Advanced)</b> The ability to exemplify high standards of professional behavior as public servants; adhering to ethical as well as moral principles, values and standards of public office.</li> <li>&gt; <b>Delivering Service Excellence (Advanced)</b> The ability to provide proactive, responsive, courteous and effective public service to attain the highest level of customer satisfaction</li> <li>&gt; <b>Solving Problems and Making Decisions (Advanced)</b> The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive result.</li> <li>&gt; <b>Achievement Orientation (Advanced)</b> The ability to use internal and external resources effectively to achieve individual, team and organizational goal</li> <li>&gt; <b>Attention to Details (Advanced)</b> The ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</li> <li>&gt; <b>Interpersonal Skills (Advanced)</b> The ability to effectively communicate and interact with colleagues, customers and clients and work well in a team to achieve results.</li> <li>&gt; <b>Professionalism (Advanced)</b> The ability to conduct self in an excellent and competent manner expected of a person trained to do the job.</li> <li>&gt; <b>Thinking Strategically (Advanced)</b> The ability to "see the big picture"; think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.</li> </ul>	PHRMDO
---	--	------------------------------	------	-------------	-------------------	--------------------------------	-------------------------------	---	---	--------

***the PGNS opens these published vacant positions to all interested and qualified applicants regardless of gender, civil status, religion and ethnicity including Persons With Disability (PWDs).***

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 July 31, 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](http://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.

***PWD qualified applicants must inform the Office on what assistance they need during the interview and other recruitment & selection process.***  
***QUALIFIED APPLICANTS*** are advised to hand in or send through courier/email their application to:

**JOSE L. ONG, JR.**  
 \_\_\_\_\_  
 Governor  
 Office of the Governor  
 Catarman, Northern Samar  
[melissamuncada2018@gmail.com](mailto:melissamuncada2018@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**