

Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LOCAL GOVERNMENT UNIT OF ROXAS in the CSC website:


VIOLETA L. DIMAPILIS

Date: January 10, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Accountant	61	24	606,420.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	None	3 years experience in the treasury or accounting service	RA 1080		Office of the Municipal Accountant
2	Administrative Officer IV (AO II)	3	15	277,534.50	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor

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 February 6, 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:

MA. AGNES M. PAROAN
Administrative Officer IV (HRMO II)
HRMO, 2nd floor Municipal Building
nes_ray13@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS**

NOTICE OF VACANCY

January 10, 2018

Position	Salary Grade/ Annual Salary	Office	Item No.	Qualification Standards			
				Education	Work Experience	Training	Eligibility
Municipal Accountant	SG 24/ P606,420.00	Office of the Municipal Accountant	61	Bachelor's Degree in Commerce/Business Administration major in Accounting	3 years experience in the treasury or accounting service	None required	RA 1080
Brief Description of the General Function of the Position	Responsible the operation and management of Accounting Office.						
REQUIRED COMPETENCIES:							
Exemplifying Integrity SUPERIOR: Actively advocates the policies, rules and other standards set by the Government.							
Delivering Service Excellence SUPERIOR: Builds and shapes LGU service culture and strategy and provides leadership in service delivery through highest degree of responsibility, intelligence and skills.							
Solving Problems and Making Decisions SUPERIOR: Provides timely solution to problems even without available data and comes up with appropriate and sound alternatives to resolve a decision dilemma.							
Demonstrating Personal Effectiveness SUPERIOR: Defines personal goals and challenges and proactively defines an approach and sets goals and plans to overcome such challenges or achieve the goals.							
Speaking Effectively SUPERIOR: Facilitates and influences target audience such as the Heads of the Agency and External Partners/Clients							
Managing Information SUPERIOR: Strategizes the method and use of in-formation that adds value to the organization and the public sector.							
Championing and Applying Innovation SUPERIOR: Promotes a culture and discipline of challenging the status quo and seeking for and applying improvements.							
Writing Effectively SUPERIOR: Designs and/or sets standards for a written material used within the bureaucracy while demonstrating independence producing written work.							
Planning and Delivering SUPERIOR: The ability to set priorities and identify scope and allocate resources to meet individual, team or organization targets and objectives.							

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 **February 6, 2018**. The Written Examination will be scheduled on **February 20, 2018**.

Documents:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Forms 212 Revised 2017) which can be downloaded at www.csc.gov.ph; and
2. Performance ratings in the last two (2) semesters preceding this publication, if any

Send to:

MA. AGNES M. PAROAN
Administrative Officer IV (HRMO II)
Human Resource Management Office
2nd floor Municipal Building
Roxas, Oriental Mindoro

Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

NOTICE OF VACANCY

January 10, 2018

Position	Salary Grade/ Annual Salary	Office	Item No.	Qualification Standards			
				Education	Work Experience	Training	Eligibility
Administrative Officer IV (AO II)	SG 15/ P277,534.50	Office of the Municipal Mayor	3	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Brief Description of the General Function of the Position	Responsible the operation and management of administrative matters, and ensure that the rules and regulations are properly implemented in the agency.						
REQUIRED COMPETENCIES:							
Exemplifying Integrity ADVANCED: Influences others to observe and/or adhere to the policies, rules and other standards set by the Local Government.							
Delivering Service Excellence ADVANCED: Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility, intelligence and skills.							
Solving Problems and Making Decisions ADVANCED: provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions are partial or minimal and need to be identified.							
Demonstrating Personal Effectiveness ADVANCED: Recognizes personal strengths and gaps and seeks guidance or resources in laying out development and/or improvement plans.							
Speaking Effectively ADVANCED: Effectively delivers messages that require careful planning for the method used and the possible impact of the message; audience maybe a large group i.e., office, organization.							
Managing Information ADVANCED: Develops information assets to achieve organizational goals.							
Championing and Applying Innovation ADVANCED: Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures.							
Writing Effectively ADVANCED: Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy.							
Planning and Delivering ADVANCED: Manages plans, goals and/or objectives that impact the whole organization.							

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 **February 6, 2018**. The Written Examination will be scheduled on **February 20, 2018**.

Documents:

3. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Forms 212 Revised 2017) which can be downloaded at www.csc.gov.ph; and
4. Performance ratings in the last two (2) semesters preceding this publication, if any

Send to:

MA. AGNES M. PARAOAN
Administrative Officer IV (HRMO II)
Human Resource Management Office
2nd floor Municipal Building
Roxas, Oriental Mindoro