



Republic of the Philippines
PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE
 Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Provincial Government of Batangas in the CSC website:

DR. ROLANDO A. TUMAMBING
 OIC-PHRMO

Date: June 14, 2018

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	Administrative Aide IV (Mechanic I)	170	SG 4	12,674.00	High School Graduate or Completion of relevant vocational / trade course	None Required	None Required	Mechanic (Automotive Servicing)	<p>Customer Orientation Beginner : Able to tale effort to discover and meet the needs of internal and external clients</p> <p>Performance Stability Beginner : Able to consistently meet the day-to-day demands of the job</p> <p>Organizational Understanding of the Agency Beginner : Able to define and discuss the Agency's history, vision, mission, strategic goals functions, organizational structure, key players, leadership, major policies and guidelines to be able to operate effectively within the organization</p>	Provincial Engineer's Office

2	Administrative Assistant III (Computer Operator II)	13	SG 9	17,473.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional / First Level Eligibility	<p style="text-align: center;">Coordination</p> <p>Beginner : Able to identify results needed actions and resource requirements and works with others to attain required resources to achieve results</p> <p style="text-align: center;">Automotive Repair Skills</p> <p>Beginner : Able to repair automobiles, trucks, buses and other vehicles for usable purposes</p> <p style="text-align: center;">Results Orientation</p> <p>Beginner : Able to define realistic set of goals by taking respnsibility in order to deliver outputs on a specified time</p> <p style="text-align: center;">Customer Orientation</p> <p>Beginner : Able to tale effort to discover and meet the needs of internal and external clients</p> <p style="text-align: center;">Performance Stability</p> <p>Beginner : Able to consistently meet the day-to-day demands of the job</p> <p style="text-align: center;">Computer Literacy</p> <p>Developing : Able to operate standard personal computer and use MS Office programs especially Word and Excel</p> <p style="text-align: center;">Records Management</p> <p>Beginner : Ability to establish a system of procedure in recording and safekeeping of documents for ease in locating and retrieval of records and documents</p> <p style="text-align: center;">Database Management</p> <p>Beginner : Able to organize and manage updated data for easy access</p>	Provincial Administrator's Office
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3	Administrative Aide III (Utility Worker II)	73	SG 3	11,914.00	Must be able to read and write	None Required	None Required	None Required	<p>Data Consolidation Beginner : Ability to gather data from field and present this to decision makers</p> <p>Encoding Developing : Ability to transfer one communication into another to convert message into code</p> <p>Coordination Beginner : Able to identify results needed actions and resource requirements and works with others to attain required resources to achieve results</p> <p>Customer Orientation Limited : Able to tale effort to discover and meet the needs of internal and external clients</p> <p>Performance Stability Beginner : Able to consistently meet the day-to-day demands of the job</p> <p>Organizational Understanding of the Agency Beginner : Able to define and discuss the Agency's history, vision, mission, strategic goals functions, organizational structure, key players, leadership, major policies and guidelines to be able to operate effectively within the organization</p> <p>Coordination Beginner : Able to identify results needed actions and resource requirements and works with others to attain required resources to achieve results</p>	Provincial Agriculturist Office
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										<p align="center">Housekeeping Skills</p> <p align="center">Beginner : Able to perform janitorial and housekeeping duties for office premises and related areas</p>	
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Interested and qualified applicants including Person with Disability (PWD's) should signify in writing. Attach the following documents to the application letter and ***SUBMIT TO THE ADDRESS BELOW NOT LATER THAN JUNE 28, 2018.***

Applicants with complete requirements and who meet the minimum qualification standards will undergo a competency - based assessment process.

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 submit their application to:

DR. ROLANDO A. TUMAMBING
 OIC-PHRMO
PROVINCIAL GOVERNMENT OF BATANGAS
 Provincial Human Resource Management Office

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.