



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: May 28, 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 Officer I (Records Officer I)	15	SG 10	18,718.00	Bachelor's degree	None Required	None Required	Career Service Professional / Second Level Eligibility	<p>Results Orientation Developing :Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p> <p>Customer Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p> <p>Performance Stability Developing : Able to consistently meet the day-to-day demands of the job</p> <p>Computer Literacy Beginner : Able to operate personal computer and use MS Office programs especially Word and Excel</p> <p>Data Gathering Beginner : Able to generate and validate data from primary to secondary sources</p>	Provincial Legal Office

									<p style="text-align: center;">Encoding</p> <p>Beginner : Ability to transfer communication into another to convert message into code</p> <p style="text-align: center;">Accounting Administrative Skills</p> <p>Beginner : Capable in according and filing of Memoranda, Ordinances, Correspondence, Circular, Cases, audit report and control leave credit and leave application of staff; prepares communications or endorsements</p> <p style="text-align: center;">Data Consolidation</p> <p>Beginner : Ability to gather data from field and present this to decision makers</p> <p style="text-align: center;">Records Management</p> <p>Developing : Ability to establish a system of procedure in recording and safe-keeping of documents for ease in locating and retrieval or records and documents</p> <p style="text-align: center;">Analytical Skills</p> <p>Beginner : Ability to present existing situations, make comparisons, cite trends and explain their significance</p> <p style="text-align: center;">Written Communication</p> <p>Beginner : Prepares written material that follows modern business writing rules of style and form, with correct grammar, punctuation, spelling and usage conventions, appropriate for the recipient, being creative and accomplishing its intended purpose</p> <p style="text-align: center;">Oral Communication Skills</p> <p>Beginner : The ability to convey information to another effectively and efficiently through mouth</p>	
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2	Administrative Aide VI (Clerk III)	25	SG 6	14,340.00	Completion of two (2) years studies in college	None Required	None Required	Career Service Subprofessional / First Level Eligibility	<p style="text-align: center;">Technical Writing</p> <p>Beginner : Able to prepare, edit reports and documents in relation to a technical topic; able to present data information and conclusions in a manner that is understandable and comprehensible even to non - technical audience</p> <p style="text-align: center;">Coordination</p> <p>Beginner : Able to identify results and works with others to attain required resources to achieve results</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;">Customer Orientation</p> <p>Beginner : Able to take effort to discover and meet 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 personal computer and use MS Office programs especially Word and Excel</p> <p style="text-align: center;">Data Gathering</p> <p>Beginner : Able to generate and validate data from primary to secondary sources</p> <p style="text-align: center;">Encoding</p> <p>Developing : Ability to transfer communication into another to convert message into code</p>	Provincial Legal Office
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									<p>Accounting Administrative Skills Beginner : Capable in according and filing of Memoranda, Ordinances, Correspondence, Circular, Cases, audit report and control leave credit and leave application of staff; prepares communications or endorsements</p> <p>Data Consolidation Beginner : Ability to gather data from field and present this to decision makers</p> <p>Records Management Beginner : Ability to establish a system of procedure in recording and safe-keeping of documents for ease in locating and retrieval or records and documents</p> <p>Analytical Skills Beginner : Ability to present exisiting situations, make comparisons, cite trends and explain their significance</p> <p>Written Communication Beginner : Prepares written material that follows modern business writing rules of style and form, with correct grammar, punctuation, spelling and usage conventions, appropriate for the recipient, being creative and accomplishing its intended purpose</p> <p>Oral Communication Skills Beginner : The ability to convey information to another effecetively and efficiently through mouth</p> <p>Technical Writing Beginner : Able to prepare, edit reports and documents in relation to a technical topic; able to present data information and conclusions in a manner that is undrstandable and comprehinsible even to non-technical audience</p>	
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3	Administrative Aide IV (Reproduction Machine Operator II)	11	SG 4	12,674.00	Elementary School Graduate	None Required	None Required	None Required	<p style="text-align: center;">Coordination</p> <p>Beginner : Able to identify results and works with others to attain required resources to achieve results</p> <p style="text-align: center;">Results Orientation</p> <p>Beginner : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</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;">Customer Orientation</p> <p>Beginner : Able to take effort to discover and meet needs of internal and external clients</p> <p style="text-align: center;">Data Gathering</p> <p>Beginner : Able to generate and validate data from primary to secondary sources</p> <p style="text-align: center;">Records Management</p> <p>Beginner : The ability to establish a system of procedure in recording and safekeeping of documents for ease locating and retrieval of records and documents</p> <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;">Reproduction Machine Operations' Skills</p> <p>Beginner : Able to operate, adjust and maintains the reproduction unit to produce the desired result</p>	Provincial Legal Office
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4	Administrative Aide IV (Bookbinder II)	18	SG 4	12,674.00	Elementary School Graduate	None Required	None Required	None Required	<p>Results Orientation Beginner : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p> <p>Performance Stability Beginner : Able to consistently meet the day-to-day demands of the job</p> <p>Customer Orientation Limited : Able to take effort to discover and meet needs of internal and external clients</p> <p>Computer Literacy Beginner : Able to operate standard personal computer and use MS Office programs especially Word and Excel</p> <p>Data Gathering Limited : Able to generate and validate data from primary to secondary sources</p> <p>Encoding Developing : Able to transfer one communication into another to convert message into code</p> <p>Coordination Beginner : Able to identify results and works with others to attain required resources to achieve results</p> <p>Binding Skills Beginner : Able to bind books and other publications/manuals etc. by hand or machine; Sets up and operates binding machine properly</p>	Provincial Legal Office
5	Administrative Officer V (Administrative Officer III)	7	SG 18	38,085.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	<p>Results Orientation Developing : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p>	Provincial Legal Office

										<p>Performance Stability Developing : Able to consistently meet the day-to-day demands of the job</p> <p>Customer Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p> <p>Leadership Developing : Ability to influence others towards a desired goal or outcome through personal conviction and discipline communicates and adapts the appropriate leadership and interaction style to the situation, guides individuals (subordinates, peers, superiors) or groups towards tasks accomplishment)</p> <p>Decision Making Developing : Ability to identify issues, concerns pertaining to individual personnel in case of complaint or commission of acts contrary to civil service laws and decide on the appropriate action to be taken</p> <p>Directing Developing : Ability to set and provide overall direction in the office; communicates management directives in the office</p> <p>Coaching Developing : Ability to direct, instruct a person or a group of people with aim to achieve some goals or develop specific skills</p> <p>Planning and Coordination Developing : Ability to identify results needed actions and resource requirements and works with others to attain required resources to achieve results</p>	
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									<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;">Data Gathering</p> <p>Developing : Able to generate and validate data from primary to secondary sources</p> <p style="text-align: center;">Encoding</p> <p>Developing : Able to transfer one communication into another to convert message into code</p> <p style="text-align: center;">Accounting Administrative Skills</p> <p>Developing : Capable in according and filing of Memoranda, Ordinances, Correspondence, Circular, Cases, audit report and control leave credit and leave application of staff; prepares communications or endorsements</p> <p style="text-align: center;">Data Consolidation</p> <p>Developing : Ability to gather data from field and present this to decision makers</p> <p style="text-align: center;">Records Management</p> <p>Developing : The ability to establish a system of procedure in recording and safekeeping of documents for ease locating and retrieval of records and documents</p> <p style="text-align: center;">Analytical Skills</p> <p>Developing : Ability to present existing situations, make comparisons, cite trends and explain their significance</p>	
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6	Legal Assistant II	24	SG 12	22,149.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	Career Service Professional / Second Level Eligibility	<p>Written Communication Developing : Prepares written material that follows modern business writing rules of style and form, with correct grammar, punctuation, spelling and usage conventions, appropriate for the recipient, being creative and accomplishing its intended purpose</p> <p>Oral Communication Skills Developing : The ability to convey information to another effectively and efficiently through mouth</p> <p>Technical Writing Developing : Able to prepare, edit reports and documents in relation to a technical topic; able to present data information and conclusions in a manner that is understandable and comprehensible even to non - technical audience</p> <p>Coordination Developing : Able to identify results ments and works with others to attain required resources to achieve results</p> <p>Results Orientation Developing : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p> <p>Performance Stability Developing : Able to consistently meet the day-to-day demands of the job</p> <p>Customer Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p>	Provincial Legal Office
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7	Legal Researcher III	23	SG 18	38,085.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	<p>Written Communication Developing : Prepares written material that follows modern business writing rules of style and form, with correct grammar, punctuation, spelling and usage conventions, appropriate for the recipient, being creative and accomplishing its intended purpose</p> <p>Oral Communication Skills Developing : The ability to convey information to another effectively and efficiently through mouth</p> <p>Technical Writing Developing : Able to prepare, edit reports and documents in relation to a technical topic; able to present data information and conclusions in a manner that is understandable and comprehensible even to non - technical audience</p> <p>Coordination Developing : Able to identify results ments and works with others to attain required resources to achieve results</p> <p>Results Orientation Developing : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p> <p>Performance Stability Developing : Able to consistently meet the day-to-day demands of the job</p> <p>Customer Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p>	Provincial Legal Office
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									<p style="text-align: center;">Leadership</p> <p>Developing : Ability to influence others towards a desired goal or outcome through personal conviction and discipline communicates and adapts the appropriate leadership and interaction style to the situation, guides individuals (subordinates, peers, superiors) or groups towards tasks accomplishment)</p> <p style="text-align: center;">Decision Making</p> <p>Developing : Ability to identify issues, concerns pertaining to individual personnel in case of complaint or commission of acts contrary to civil service laws and decide on the appropriate action to be taken</p> <p style="text-align: center;">Directing</p> <p>Developing : Ability to set and provide overall direction in the office; communicates management directives in the office</p> <p style="text-align: center;">Delegating</p> <p>Developing : Able to assign tasks and responsibilities to the appropriate person, taking into consideration the capacity and maturity level for efficient task accomplishment and employee's development and growth</p> <p style="text-align: center;">Coaching</p> <p>Developing : Ability to direct, instruct a person or a group of people with aim to achieve some goals or develop specific skills</p> <p style="text-align: center;">Planning and Coordination</p> <p>Developing : Ability to identify results needed actions and resource requirements and works with others to attain required resources to achieve results</p>	
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									<p>Computer Literacy Developing : Able to operate personal computer and use MS Office programs especially Word and Excel</p> <p>Data Gathering Developing : Able to generate and validate data from primary to secondary sources</p> <p>Encoding Developing : Ability to transfer communication into another to convert message into code</p> <p>Analytical Skills Competent : Ability to present existing situations, make comparisons, cite trends and explain their significance</p> <p>Written Communication Developing : Prepares written material that follows modern business writing rules of style and form, with correct grammar, punctuation, spelling and usage conventions, appropriate for the recipient, being creative and accomplishing its intended purpose</p> <p>Oral Communication Skills Developing : The ability to convey information to another effectively and efficiently through mouth</p> <p>Technical Writing Developing : Able to prepare, edit reports and documents in relation to a technical topic; able to present data information and conclusions in a manner that is understandable and comprehensible even to non - technical audience</p>	
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8	Legal Researcher	34	SG 13	24,224.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	<p style="text-align: center;">Coordination</p> <p>Developing : Able to identify results and works with others to attain required resources to achieve results</p> <p style="text-align: center;">Results Orientation</p> <p>Developing : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p> <p style="text-align: center;">Performance Stability</p> <p>Developing : Able to consistently meet the day-to-day demands of the job</p> <p style="text-align: center;">Customer Orientation</p> <p>Developing : Able to take effort to discover and meet needs of internal and external clients</p> <p style="text-align: center;">Leadership</p> <p>Developing : Ability to influence others towards a desired goal or outcome through personal conviction and discipline communicates and adapts the appropriate leadership and interaction style to the situation, guides individuals (subordinates, peers, superiors) or groups towards tasks accomplishment)</p> <p style="text-align: center;">Decision Making</p> <p>Developing : Ability to identify issues, concerns pertaining to individual personnel in case of complaint or commission of acts contrary to civil service laws and decide on the appropriate action to be taken</p> <p style="text-align: center;">Directing</p> <p>Developing : Ability to set and provide overall direction in the office; communicates management directives in the office</p>	Provincial Legal Office
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									<p style="text-align: center;">Delegating</p> <p>Developing : Able to assign tasks and responsibilities to the appropriate person, taking into consideration the capacity and maturity level for efficient task accomplishment and employee's development and growth</p> <p style="text-align: center;">Coaching</p> <p>Developing : Ability to direct, instruct a person or a group of people with aim to achieve some goals or develop specific skills</p> <p style="text-align: center;">Planning and Coordination</p> <p>Developing : Ability 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;">Computer Literacy</p> <p>Developing : Able to operate prsonal computer and use MS Office programs especially Word and Excel</p> <p style="text-align: center;">Data Gathering</p> <p>Developing : Able to generate and validate data from primary to secondary sources</p> <p style="text-align: center;">Encoding</p> <p>Developing : Ability to transfer communication into another to convert message into code</p> <p style="text-align: center;">Analytical Skills</p> <p>Competent : Ability to present exisiting situations, make comparisons, cite trends and explain their significance</p>	
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9	Administrative Aide II (Bookbinder I)	36	SG 2	11,200.00	Elementary School Graduate	None Required	None Required	None Required	<p>Written Communication Developing : Prepares written material that follows modern business writing rules of style and form, with correct grammar, punctuation, spelling and usage conventions, appropriate for the recipient, being creative and accomplishing its intended purpose</p> <p>Oral Communication Skills Developing : The ability to convey information to another effectively and efficiently through mouth</p> <p>Technical Writing Developing : Able to prepare, edit reports and documents in relation to a technical topic; able to present data information and conclusions in a manner that is understandable and comprehensible even to non - technical audience</p> <p>Coordination Developing : Able to identify results ments and works with others to attain required resources to achieve results</p> <p>Results Orientation Beginner : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p> <p>Performance Stability Beginner : Able to consistently meet the day-to-day demands of the job</p> <p>Customer Orientation Limited : Able to take effort to discover and meet needs of internal and external clients</p>	Provincial Legal Office
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10	Administrative Aide I (Utility Worker I)	14	SG 1	10,510.00	Must be able to read and write	None Required	None Required	None Required	<p>Computer Literacy Beginner : Able to operate personal computer and use MS Office programs especially Word and Excel</p> <p>Data Gathering Limited : Able to generate and validate data from primary to secondary sources</p> <p>Encoding Beginner: Ability to transfer communication into another to convert message into code</p> <p>Coordination Beginner : Able to identify results and works with others to attain required resources to achieve results</p> <p>Binding Skills Beginner : Able to bind books and other publications/manuals etc. by hand or machine; Sets up and operates binding machine properly</p> <p>Beginner : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p> <p>Performance Stability Beginner : Able to consistently meet the day-to-day demands of the job</p> <p>Customer Orientation Limited : Able to take effort to discover and meet needs of internal and external clients</p> <p>Coordination Beginner : Able to identify results and works with others to attain required resources to achieve results</p>	Provincial Legal Office
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11-12	(2) Security Guard II	66 & 73	SG 5	13,481.00	High School Graduate	None Required	None Required	Security Guard License	<p>Housekeeping Skills Beginner : Able to perform janitorial and housekeeping duties for office premises and related areas</p> <p>Results Orientation <i>Developing</i> : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p> <p>Customer Orientation <i>Developing</i> : Able to take effort to discover and meet needs of internal and external clients</p> <p>Performance Stability <i>Developing</i> : Able to consistently meet the day-to-day demands of the job</p> <p>Encoding <i>Beginner</i> : Able to transfer one communication into another to convert message into code</p> <p>Monitoring and Evaluation <i>Developing</i> : Able to create monitoring and evaluation plan and tools, takes action to monitor or regulate processes tasks or activities; outcomes and impact of benefit</p> <p>Coordination <i>Developing</i> : Able to identify results needed actions and resource requirements and works with others to attain required resources to achieve results</p>	Provincial Public Order and Safety Department
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13-15	Security Guard I	102,103 & 108	SG 3	11,914.00	High School Graduate	None Required	None Required	Security Guard License	<p>Public Order, Safety and Security Management</p> <p><i>Developing</i> : Able to perform relevant policies, procedures and strategies in the implementation of the provincial/local security operations for protection of officials, employees, property, agency and other stakeholders</p> <p><i>Developing</i> : Able to define realistic set of goals by taking responsibility in order to deliver outputs on a specified time</p> <p>Customer Orientation</p> <p><i>Developing</i> : Able to take effort to discover and meet needs of internal and external clients</p> <p>Performance Stability</p> <p><i>Developing</i> : Able to consistently meet the day-to-day demands of the job</p> <p>Monitoring and Evaluation</p> <p><i>Developing</i> : Able to create monitoring and evaluation plan and tools, takes action to monitor or regulate processes tasks or activities; outcomes and impact of benefit</p> <p>Coordination</p> <p><i>Developing</i> : Able to identify results needed actions and resource requirements and works with others to attain required resources to achieve results</p> <p>Public Order, Safety and Security Management</p> <p><i>Developing</i> : Able to perform relevant policies, procedures and strategies in the implementation of the provincial/local security operations for protection of officials, employees, property, agency and other stakeholders</p>	Provincial Public Order and Safety Department
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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 11, 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 and Diploma

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.