



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: July 13, 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	Security Guard III	31	SG 8	16,282.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License	<p>Results Orientation Developing: Able to define realistic set of goals 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 consistency meet the day-to-day demands of the job</p> <p>Encoding Beginner : Ability to transfer one communication into another to convert message into code</p>	Provincial Public Order and Safety Department

2	Supervising Administrative Officer (Cashier IV)	23	SG 22	58,717.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	<p>Monitoring and Evaluation Developing : Able to create and evaluation plans and tools, takes action to monitor or regulate process tasks or activities; keeps track of delegated assignment to measure efficiency and effectiveness of works and activities, outcomes and impact of benefit</p> <p>Coordination Developing : Able to identify results needed action and resource requirements and works with others to attain required resources to achieve results</p> <p>Public Order, Safety and Security Management Developing : 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>Results Orientation Developing: Able to define realistic set of goals 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 consistency meet the day-to-day demands of the job</p>	Provincial Treasurer's 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;">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;">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;">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>Accounting Administrative Skills 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>Database Management Beginner : Able to organize and manage updated data for easy access</p> <p>Computer Literacy Beginner : Able to operate prsonal computer and use MS Office programs especially Word and Excel</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>Data Consolidation Developing : Ability to gather data from field and present this to decision makers</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>Supply and Asset Management Beginner : The ability to plan the supply requirement for the entire departments; prepares the necessary documents for the procurement, conduct and periodoc inventory</p>	
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									<p style="text-align: center;">Monitoring and Evaluation</p> <p>Developing : 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 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;">Auditing</p> <p>Competent : Ability to examine records or financial accounts to check their accuracy</p> <p style="text-align: center;">Written Communication</p> <p>Developing:Prepared 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;">Development Planning</p> <p>Developing : Ability of a person or organization to incorporate strategic measurable goals in every endeavor that he/it plans to meet within a certain period of time</p> <p style="text-align: center;">Presentation Skills</p> <p>Developing : Able to present an articulately to different audiences proposed plans, projects, monitoring reports, etc.</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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3	Dentist II	18	SG 17	34,781.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 Dentist	<p>Oral Communication Skills Developing : The ability to convey information to another effectively and efficiently through mouth</p> <p>Persuasion Skills Developing : Ability to convince/ influence to achieved a desired purpose</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 understandable and comprehensible even to non - technical audience</p> <p>Mathematical Skills Competent : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</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>Client / Patient Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p> <p>Computer Literacy Beginner : Able to operate prsonal computer and use MS Office programs especially Word and Excel</p>	Provincial Health Office Proper
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									<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 understandable and comprehensible even to non - technical audience</p> <p>Data Gathering Beginner : Able to generate and validate data from primary to secondary sources</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>Encoding Beginner : Ability to transfer communication into another to convert message into code</p> <p>Data Consolidation Beginner. : Ability to gather data from field and present this to decision makers</p> <p>Dentistry Skills Developing : Able to examine, diagnose and treat deseases, injuries and malformations of teeth and gums</p> <p>Monitoring and Evaluation Beginner : 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>	
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4	Nursing Attendant II	332	SG 6	14,340.00	Elementary School Graduate	None Required	None Required	None Required	<p>Analytical Skills Developing : Ability to present existing situations, make comparisons, cite trends and explain their significance</p> <p>Training and Workshop Facilitation Developing : Able to lead group discussion using group process skills so that tasks, relationships and individual needs and issues are addressed</p> <p>Coordination Developing : Able to identify results ments and works with others to attain required resources to achieve results</p> <p>Mathematical Skills Developing : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</p> <p>Quality Management Developing : Ability to oversee all activities and tasks needed to maintain a desired level excellence</p> <p>Disaster Response Beginner : Able to provide emergency services and assistance to affected communities during or immediately after disaster / calamity occurred in order to save lives and provide disaster relief and rescue</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>	Provincial Health Office Batangas Provincial Hospital
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5	Administrative Aide I (Utility Worker I)	362	SG 1	10,510.00	Must be able to read and write	None Required	None Required	None Required	<p>Client / Patient Orientation Beginner : Able to take effort to discover and meet needs of internal and external clients</p> <p>Monitoring and Evaluation Beginner : 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 Beginner : Able to identify results ments and works with others to attain required resources to achieve results</p> <p>Patient Support Skills Developing : Able to assist professionals in the performance of their duties to provide support to patients</p> <p>Waste Management Beginner : Able to collect, transport and dispose garbage, sewage and other waste products</p> <p>Prioritization Skills Beginner : Ability to identify needs according to importance and to facilitate desired accomplishment</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>	Provincial Health Office Batangas Provincial Hospital
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6	Nurse I	409	SG 11	20,179.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080 Nurse	<p>Client / Patient 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> <p>Waste Management Beginner : Able to collect, transport and dispose garbage, sewage and other waste products</p> <p>Housekeeping Skills Beginner : Able to perform janitorial and housekeeping duties for office premises and related areas</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>Client / Patient Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p> <p>Data Gathering Beginner : Able to generate and validate data from primary to secondary sources</p> <p>Records Management 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>	Provincial Health Office Apacible Memorial District Hospital
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7	Administrative Aide VI (Storekeeper II)	455	SG 6	14,340.00	Completion of two (2) yers studies in college	None Required	None Required	Career Service Subprofessional / First Level Eligibility	<p>Monitoring and Evaluation Beginner : 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 Beginner : Able to identify results needed actions and resource requirements and works with others to attain required resources to achieve results</p> <p>Mathematical Skills Beginner : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</p> <p>Nursing Care Management Developing : Able to administer nursing care to ill, injured, convalescent or disabled patients</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>Client / Patient Orientation Beginner : 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>	Provincial Health Office Apacible Memorial District Hospital
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									<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 understandable and comprehensible even to non - technical audience</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>Database Management Beginner : Able to organize and manage updated data for easy access</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>Encoding Beginner : Ability to transfer communication into another to convert message into code</p> <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>	
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8	Administrative Aide I (Utility Worker I)	573	SG 1	10,510.00	Must be able to read and write	None Required	None Required	None Required	<p>Supply and Asset Management Developing : The ability to plan the supply requirement for the entire departments; prepares the necessary documents for the procurement and conduct periodic inventory</p> <p>Data Consolidation Beginner : Ability to gather data from field and present this to decision makers</p> <p>Analytical Skills Beginner : Ability to present existing situations, make comparisons, cite trends and explain their significance</p> <p>Coordination Beginner : Able to identify results ments and works with others to attain required resources to achieve results</p> <p>Mathematical Skills Beginner : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</p> <p>Procurement Plan Preparation Beginner : Able to identify / classify the importance of the items for procurement purposes</p> <p>Payroll and Voucher Preparation Beginner : Able to efficiently and effectively prepare, preset and submit employee's payroll and voucher according to standards</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>	Provincial Health Office San Jose District Hospital
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9	Nutritionist - Dietitian II	625	SG 15	29,010.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080 Nutritionist Dietitian	<p>Performance Stability Beginner : Able to consistently meet the day-to-day demands of the job</p> <p>Client / Patient 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> <p>Waste Management Beginner : Able to collect, transport and dispose garbage, sewage and other waste products</p> <p>Housekeeping Skills Beginner : Able to perform janitorial and housekeeping duties for office premises and related areas</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>Client / Patient Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p>	Provincial Health Office Laurel Memorial District Hospital
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										<p style="text-align: center;">Technical Writing</p> <p>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 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;">Written Communication</p> <p>Beginner :Prepared 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;">Data Consolidation</p> <p>Beginner : Ability to gather data from field and present this to decision makers</p> <p style="text-align: center;">Monitoring and Evaluation</p> <p>Beginner : 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 style="text-align: center;">Analytical Skills</p> <p>Developing : Ability to present existing situations, make comparisons, cite trends and explain their significance</p> <p style="text-align: center;">Coordination</p> <p>Developing : Able to identify results ments and works with others to attain required resources to achieve results</p>	
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10	Accountant I	639	SG 12	22,149.00	Bachelor's degree in Commerce / Business Administration major in Accounting	None Required	None Required	RA 1080 Certified Public Accountant	<p>Mathematical Skills Developing : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</p> <p>Health Education Developing : Any combination of learning experiences designed to help individuals and communities improve their health by increasing their knowledge or influencing their attitude</p> <p>Quality Management Developing :Ability to oversee all activities and tasks needed to maintain a desired level excellence</p> <p>Prioritization Skills Developing : Ability to identify needs according to importance and to facilitate desired accomplishment</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>Client / Patient Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p> <p>Computer Literacy Beginner : Able to operate personal computer and use MS Office programs especially Word and Excel</p>	Provincial Health Office Laurel Memorial District Hospital
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11	Administrative Officer II (Management and Audit Analyst I)	689	SG 11	20,179.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility	<p style="text-align: center;">Coordination</p> <p>Beginner : Able to identify results ments and works with others to attain required resources to achieve results</p> <p style="text-align: center;">Mathematical Skills</p> <p>Beginner : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</p> <p style="text-align: center;">Financial Management</p> <p>Developing : Ability to plan ,direct, monitor, organize and control the monetary resources</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;">Client / Patient Orientation</p> <p>Developing : Able to take effort to discover and meet needs of internal and external clients</p> <p style="text-align: center;">Computer Literacy</p> <p>Beginner : Able to operate prsonal 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 safe- keeping of documents for ease in locating and retrieval or records and documents</p>	Provincial Health Office San Juan District Hospital
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12	Nursing Attendant I	763	SG 4	12,674.00	Elementary School Graduate	None Required	None Required	None Required	<p>Financial Management Beginner : Ability to plan ,direct, monitor, organize and control the monetary resources</p> <p>Payroll and Voucher Preparation Developing : Able to efficiently and effectively prepare, preset and submit employee's payroll and voucher according to standards</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>Client / Patient Orientation Beginner : Able to take effort to discover and meet needs of internal and external clients</p> <p>Monitoring and Evaluation Beginner : 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 Beginner : Able to identify results ments and works with others to attain required resources to achieve results</p> <p>Patient Support Skills Developing : Able to assist professionals in the performance of their duties to provide support to patients</p>	Provincial Health Office Martin Marasigan Memorial District Hospital
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13	Sanitation Inspector I	844	SG 6	14,340.00	Completion of two (2) years studies in college	None Required	None Required	Career Service Subprofessional / First Level Eligibility	<p>Waste Management Beginner : Able to collect, transport and dispose garbage, sewage and other waste products</p> <p>Prioritization Skills Beginner : Ability to identify needs according to importance and to facilitate desired accomplishment</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>Client / Patient Orientation Beginner : 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>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 understandable and comprehensible even to non - technical audience</p> <p>Data Gathering Beginner : Able to generate and validate data from primary to secondary sources</p>	Provincial Health Office Lobo Municipal Hospital
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14	Administrative Aide IV (Bookbinder II)	38	SG 4	12,674.00	Elementary School Graduate	None Required	None Required	None Required	<p>Sanitation Management Skills Developing : Able to execute measures on health and sanitation on the prescribed rules and procedures to ensure cleanliness and orderliness in the community</p> <p>Customer Orientation Limited : Able to take effort to discover and meet 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>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>Records Management Beginner : Ability to establish a system of procedure in recording and safe-keeping of documents for ease in locating and retrieval of records and documents</p> <p>Encoding Beginner : Ability to transfer communication into another to convert</p>	Office of the Provincial Governor
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15	Nurse I	794	SG 11	20,179.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080 Nurse	<p>message into code</p> <p>Coordination Beginner : Able to identify results and works with others to attain required resources to achieve results</p> <p>Mathematical Skills Limited : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</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>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>Client / Patient Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p> <p>Data Gathering Beginner : Able to generate and validate data from primary to secondary sources</p> <p>Records Management 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>	Provincial Health Office Calatagan Medicare Hospital
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16	Nutritionist - Dietitian I	842	SG 11	20,179.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None Required	None Required	RA 1080 Nutritionist Dietitian	<p>Monitoring and Evaluation Beginner : 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 Beginner : Able to identify results needed actions and resource requirements and works with others to attain required resources to achieve results</p> <p>Mathematical Skills Beginner : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</p> <p>Nursing Care Management Developing : Able to administer nursing care to ill, injured, convalescent or disabled patients</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>Client / Patient Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p>	Provincial Health Office Lobo Municipal Hospital
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									<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>Data Gathering Beginner : Able to generate and validate data from primary to secondary sources</p> <p>Written Communication Developing : Prepared 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>Data Consolidation Beginner : Ability to gather data from field and present this to decision makers</p> <p>Monitoring and Evaluation Beginner : 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>Analytical Skills Developing : Ability to present existing situations, make comparisons, cite trends and explain their significance</p> <p>Coordination Developing : Able to identify results ments and works with others to attain required resources to achieve results</p>	
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17	Nurse I	862	SG 11	20,179.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080 Nurse	<p>Mathematical Skills Developing : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</p> <p>Health Education Developing : Any combination of learning experiences designed to help individuals and communities improve their health by increasing their knowledge or influencing their attitude</p> <p>Quality Management Developing :Ability to oversee all activities and tasks needed to maintain a desired level excellence</p> <p>Prioritization Skills Beginner : Ability to identify needs according to importance and to facilitate desired accomplishment</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>Client / Patient Orientation Developing : Able to take effort to discover and meet needs of internal and external clients</p> <p>Data Gathering Beginner : Able to generate and validate data from primary to secondary sources</p>	Provincial Health Office Laurel Municipal Hospital
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									<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;">Monitoring and Evaluation</p> <p>Beginner : 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 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;">Mathematical Skills</p> <p>Beginner : Able to perform the basic operations of arithmetic (e.g. Addition, Subtraction, Multiplication and Division), compute and arrange data in an orderly manner for easy understanding</p> <p style="text-align: center;">Nursing Care Management</p> <p>Developing : Able to administer nursing care to ill, injured, convalescent or disabled patients</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 JULY 27, 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.