



PROVINCIAL GOVERNMENT OF COMPOSTELA VALLEY
Nabunturan, Compostela Valley

NOTICE OF VACANCY
(PLANTILLA POSITION TO BE FILLED UP)

Position Title	Office	SG	Item No.	Brief Description of the Position's General Functions	Qualification Standards Required	Competencies Required (KSA)
Administrative Assistant III (COMPUTER OPERATOR II)	PGO-IDS	9	0045	Edit video clips for audio visual or powerpoint presentations; make technical operations for broadcast (radio & TV) and other technical production assistance.	Education: Completion of 2 years studies in college or high school graduate with relevant vaocational/trade course	ADVANCED on: Safety Awareness; Delivering Service Excellence; Applied Learning; Functional/ Technical Proficiency; Proficiency on Communication; Building Collaborative and Inclusive Working Relationships; Time Management. INTERMEDIATE on: Planning and Organizing.
					Work Experience: 1 year of relevant experience	
					Training: 4 hours of relevant training	
					Eligibility: Career Service Subprofessional; First Level Eligibility	

Date of Posting:

May 3, 2017

Requirements:

- * Application Letter
- * Latest Personal Data Sheet (New form)
- * NSO Birth Certificate
- * Photocopy of Transcript of Record
- * Photocopy of Eligibility/License
- * IPCR (2 rating periods)

Deadline for Submission: May 10, 2017



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Administrative Aide IV (CLERK II)	PGO-Admin.	4	0072	Sort, index, file and bind communications, records and other documents; Compile statistics of basic data related to the work; Route communications on documents received.	Education: Completion of 2 years studies in college	ADVANCED on: Safety Awareness; Delivering Service Excellence; Applied Learning; Functional/ Technical Proficiency; Proficiency on Communication; Building Collaborative and Inclusive Working Relationships; Time Management. INTERMEDIATE on: Planning and Organizing.
					Work Experience: None required	
					Training: None required	
					Eligibility: Career Service Subprofessional; First Level Eligibility	

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Administrative Aide VI (COMMUNICATIONS EQUIPMENT OPERATOR II)	PGO - ITCDD	6	0095 & 0097	Operate and upkeep equipment and accessories in working condition; Receive orders through the line command and see to it that these are carried out in the assigned tasks; Receive and transmit messages/communications; Keep the secrecy of highly confidential/restricted matters; Report any defect or apparent trouble in the radio equipment; Maintain logbook on messages received and transmitted; Perform other tasks and functions assigned by the supervisor.	Education: Completion of 2 years studies in College or High School graduate with relevant vocational/trade course	<p style="text-align: center;">Advanced on: Safety Awareness; Delivering Service Excellence; Applied Learning; Functional/Technical Proficiency; Building Collaborative and Inclusive Working Relationship; Time Management.</p> <p style="text-align: center;">Intermediate on: Planning and Organizing.</p>
					Work Experience: None required	
					Training: None required	
					Eligibility: Appropriate License (MC 10, s. 2013 - Cat. II)	

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Administrative Aide VI (ACCOUNTING CLERK II)	PACCO	6	0159	Review mathematical computations of payrolls & vouchers before posting them to the index cards; check personal and commercial claims if in order before posting them in the index cards; check/post check TEV's reimbursements and all financial information on the individual cards of regular and casual employees; check/post all financial information on the individual index cards of suppliers & other claimants.	Education: Completion of 2 years studies in college	<p style="text-align: center;">BASIC on: Building a strategic working relationship</p> <p style="text-align: center;">INTERMEDIATE on : Proficiency on Communication; Time management; Building client's satisfaction; Adaptability and flexibility; and Teamwork.</p> <p style="text-align: center;">ADVANCED on: Applied Learning.</p>
					Work Experience: None required	
					Training: None required	
					Eligibility: Career Service Subprofessional; First Level Eligibility	

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LOCAL REVENUE COLLECTION OFFICER II	PTO	15	0177	Gather and analyze the collection trends and expenditures pattern on current operations; Compile, recommend and review appropriate comments on local tax ordinances and treasury regulations; Supervise and make control of the maintenance of tax rolls and register; Coordinate with other officers and concerned officials on the status of the revenue operation.	Education: Bachelor's degree	ADVANCED on: Proficiency on Communication; Time Management; Building Client Satisfaction; Safety Awareness; INTERMEDIATE on: Planning and Organizing; and BASIC on: Networking.
					Work Experience: 1 year of relevant experience	
					Training: 4 hours of relevant training	
					Eligibility: Career Service Professional; Second Level Eligibility	

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SANITATION INSPECTOR II	PHO	8	0231	Provide technical assistance in the implementation of the Environment Sanitation Program; conduct periodic Environment visitations in the different RHUs, prepare periodic report and implement improvements in the recording system, submit report to the PHO on any problem encountered in the field, review, evaluate and consolidate records of Sanitary Inspector, participate in the schistosomiasis itinerant team, assist in the conduct of various outreaches. Perform other task and function as directed by the supervisor.	Education: Completion of 2 years studies in college	ADVANCED on: Applied Learning; INTERMEDIATE on: Proficiency on Communication; Time management; Building client's satisfaction; Adaptability and flexibility; Safety awareness.
					Work Experience: 1 year of relevant experience	
					Training: 4 hours of relevant training	
					Eligibility: Career Service Subprofessional; First Level Eligibility	

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POPULATION PROGRAM WORKER II	PHO	7	0254 & 0255	Directly manage volunteer worker known as BSPOs as the extension in the population program implementation in the barangay level; Organize and conduct information drive on family welfare thru responsible parenthood on its relation to national socio-economic development, other lectures given are Pre-Marriage Counseling Mother class and other sessions organized by partner agencies; Conduct trainings for youth leaders of the puroks develop their skills for effective leadership thru volunteerism; Organize MCRA Club, Youth Club for strengthening of community development projects; Prepare annual program plan and annual program accomplishment report of the municipality/prepares a periodic performance appraisal every end of the period for supervisor's evaluation and recommendation.	Education: Completion of 2 years studies in college	ADVANCED on: Applied Learning. INTERMEDIATE on: Proficiency on Communication; Time management; Building client's satisfaction; Adaptability and flexibility. BASIC on: Teamwork.
					Work Experience: None required	
					Training: None required	
					Eligibility: Career Service Subprofessional; First Level Eligibility	

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MEDICAL OFFICER III	CVPH - Montevista	21	0271	Examine, diagnose and treat patients by prescribing medicines and other therapeutic measures; Conduct daily ward rounds to observe progress and conditions of patients; Perform minor surgical operations within limitations; Attend to delivery of pregnant mothers; Prepare clinical records of patients upon admission and discharge; Sign medical, birth and death certificate of patients attended.	Education: Doctor of Medicine	<p>Advanced on: Safety Awareness; Time Management; Building Clients Satisfaction and Strategic Working Relationship.</p> <p>Intermediate on: Proficiency on Communication; Decision Making; Problem Solving; and Managing Performance.</p>
					Work Experience: None required	
					Training: None required	
					Eligibility: RA 1080	

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CHIEF OF HOSPITAL	CVPH - Laak	24	0318	Responsible for the planning, organizing, operation, and formulation of policies of the hospital. Exercise general supervision over the clinical hospital, as well as its staff. Decide in controversial/difficult cases; enforce discipline and evaluate performance of subordinates and may direct the training of physician, nurses and technicians conducted by the hospital.	Education: Doctor of Medicine	Superior on: Decision Making; Strategic thinking; Managing performance; Planning and Organizing; Delegating; Controlling; Building a Successful Team; Building a Strategic Working Relationship Proficiency on Communication; Networking; Problem Solving; and Building Client's Satisfaction.
					Work Experience: 2 years of relevant experience	
					Training: 8 hours of relevant training	
					Eligibility: RA 1080	

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SOCIAL WELFARE ASSISTANT	PSWDO	8	0364	Conduct survey, intake interviews and make referrals to supervisor; Conduct relief distribution, tapping or resources and act as liaison worker between government and private agencies; Assist in interpreting disaster relief programs and services to immediate clients coming for assistance; Provide appropriate services to clients coming from the municipalities; Assist in disaster training in the municipalities; Prepare and submit reports of activities for evaluation.	Education: Completion of 2 years studies in college	INTERMEDIATE on: Proficiency in Communication (Oral & Written); Time Management; Building Client Satisfaction; Adaptability; and Flexibility. ADVANCED on: Applied Learning. BASIC on: Building a Strategic Working Relationship.
					Work Experience: 1 year of relevant experience	
					Training: 4 hours of relevant training	
					Eligibility: Career Service Subprofessional; First Level Eligibility+F241	

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COOPERATIVES DEVELOPMENT SPECIALIST II	PAGRO	15	0388	Assist the Supervising Cooperative Development Specialist in the formulation and implementation of policies, plans, programs and activities relative to Cooperative; Assist the supervising cooperative development specialist in performing functional supervision and appraising problems and trends for the improvement of the cooperative program as well as in performing technical and management functions of the office; Assist the senior officer in the review and evaluation of organizational set up and management of cooperative for registration and other related purposes; Act as liaison with other government/private agencies which engage in cooperative work.	Education: Bachelor's degree relevant to the job	<p style="text-align: center;">ADVANCED on: Proficiency on Communication; Building Client's Satisfaction; Adaptability and Flexibility; Teamwork.</p> <p style="text-align: center;">INTERMEDIATE on: Building a Strategic Working Relationship.</p> <p style="text-align: center;">BASIC on: Building a Successful Team.</p>
					Work Experience: 1 year of relevant experience	
					Training: 4 hours of relevant training	
					Eligibility: Career Service Professional; Second Level Eligibility+F263	

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AGRICULTURAL TECHNOLOGIST	PAGRO	10	0395	Provide data inputs to project studies on aquatic resources; Make field visit to barangay beneficiaries of special projects; Coordinate & monitor the implementation of agricultural plans, programs, and projects in accordance with the basic needs, resources, potentials of his area; Disseminate agricultural information to clientele, conduct farm and home surveys to update data to be used in formulating plans & programs; Monitor the increases in income and productivity of livestock farms assisted by the prov'l. gov't .of Compostela Valley.	Education: Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	INTERMEDIATE on: Proficiency on Communication; Building Client's Satisfaction; Adaptability and Flexibility; Safety Awareness; Managing Performance; Planning and Organizing; Time Management; Building Client's Satisfaction; Teamwork.
					Work Experience: None required	
					Training: None required	
					Eligibility: RA 1080	

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CONSTRUCTION & MAINTENANCE FOREMAN	PEO	8	0421	Make daily work assignment of the maintenance helpers and laborers; Keep daily work and attendance records; Lay-out work to be accomplished; Check actual stages of maintenance procedures as patch preparation, tamping and base laying before work is performed.	Education: High School graduate	INTERMEDIATE on: Building a Successful Team; Controlling; Building Client's Satisfaction; Safety Awareness; Time Management; Applied Learning; and Decision Making.
					Work Experience: 1 year of relevant experience	
					Training: 4 hours of relevant training	
					Eligibility: None required (MC 10, S. 2013, Cat. III)	

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ENGINEER II	PEO	16	0440	Supervise and control the construction, rehabilitation, improvement, maintenance and repair of all provincial roads and bridges within the section. Assist the Engineer III in coordinating with the different Barangays and Municipal Officials in various undertaking for maintenance of provincial roads, RCDC and timber bridges. Maintain and repair of all provincial water system, irrigation system, solar drier ,flood control system. See to it that work is finished within time frame.	Education: Bachelor's degree in Engineering relevant to the job	INTERMEDIATE on: Building a Successful Team; Proficiency on Communication; Strategic Thinking; Safety Awareness; Controlling; Decision Making. ADVANCED on: Applied Learning.
					Work Experience: 1 year of relevant experience	
					Training: 4 hours of relevant training	
					Eligibility: F340	

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Position Title	Office	SG	Item No.	Brief Description of the Position's General Functions	Qualification Standards Required	Competencies Required (KSA)
WELDER II	PEO	6	0458 & 0459	Do electric and gas welding, brazing and cutting in the fabrications & repair of light & heavy equipment. Build up gear, shafting axle, differential system and other materials of various equipment and machineries; Perform layout, fitting and metal preparation: welding job and maintain welding equipment in good condition.	Education: Elementary school graduate	BASIC on: Strategic Thinking; Problem Solving; Applied Learning. INTERMEDIATE on: Time Management; Building Client's Satisfaction; Safety Awareness; Teamwork.
					Work Experience: None required	
					Training: None required	
					Eligibility: Welder (MC 10, s. 2013, Cat. II)	

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MEDICAL OFFICER IV	PHO	23	0222	Participate in the formulation of provincial health plans, policies, standards and guidelines. Supervise the implementation of health programs and services of the unit. Prepare and analyze relevant reports. Collaborate with other government and non-government organizations. Provide technical assistance in health programs. Assist in the conduct of training development activities. Monitor and evaluate the implementation of health programs. Perform other related functions as maybe assigned.	Education: Doctor of Medicine Work Experience: 1 year of relevant experience Training: 4 hours of relevant training Eligibility: RA 1080	Advanced on: Decision Making; Strategic thinking; Managing performance; Planning and Organizing; Delegating; Controlling; Building a Successful Team; Building a Strategic Working Relationship; Proficiency on Communication; Networking; Problem Solving; and Building Client's Satisfaction.

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PHARMACIST I	CVPH-Laak	11	0322	Dispense pharmaceutical preparations of drugs and medicines prescribed by hospital physicians; Record filled prescriptions in the specified prescription book; Prepare and submit monthly pharmacy report of consumptions and inventory; Check balances of medicines and supply regularly and make necessary request from the supply officer; Record the drugs and medicines, disposed to in-patient in the logbook for billing.	Education: Bachelor's degree in Pharmacy	Advanced on: Safety Awareness; Building Clients Satisfaction; Time Management; Teamwork. Intermediate on: Planning and Organizing; Decision Making; Problem Solving; Building a Strategic Working Relationship; Managing Performance.
					Work Experience: None required	
					Training: None required	
					Eligibility: RA 1080	

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SENIOR ENVIRONMENTAL MANAGEMENT SPECIALIST	PENRO	18	0399	Undertake socio-economic analysis and other relevant studies and recommend appropriate planning, research and statistical guidelines and procedures ; Analyze, interpret and recommend statistical data and results of researches to be integrated or applied to plans and programs being developed; Identify problems encountered in the formulation and implementation of plans and programs and recommend appropriate corrective measures; Assess resources available, capabilities and limitations of the department with regards to the implementation of targeted programs of work; Identify/Analyze current, recurring and future/anticipated issues in the sector and prepares corresponding report/recommendations; Assist in the conduct of studies in the impact of environment and natural resources policies.	Education: Bachelor's degree relevant to the job	ADVANCED on: Time Management; Planning and Organizing; Risk Assessment and Management; Environmental Project/Programs Implementation; Report Preparation and Documentation; Advocating Environmental Protection and Preservation of Natural Resources. INTERMEDIATE on: Managing Performance; Problem Solving; Decision Making; Building Client Satisfaction; Competency Development and
					Work Experience: 2 years of relevant experience	
					Training: 8 hours of relevant training	
					Eligibility: Career Service Professional; Second Level Eligibility	

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PG Department Head (PROVINCIAL HEALTH OFFICER)	PHO	26	0211	Take charge of the office in the implementation various health services. Supervise the personnel and staff of said office in the performance of their functions. Formulate programs implementation guidelines and rules and regulations for the operation of the said office for the approval of the Governor in order to assist him in the efficient, effective and economical implementation of a health services program geared to the implementation of health-related projects and activities; Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the Governor in carrying out activities to ensure the delivery of basic services and provision of adequate facilities relative to health services provided under Section 17 of RA7160.	Education: Doctor of Medicine	SUPERIOR on: Building a successful team; Controlling; Managing performance; Planning and organizing; Strategic thinking; Delegating; Problem Solving; Decision Making; Proficiency on Communication; and Time Management
					Work Experience: 5 years experience as medical practitioner	
					Training: None	
					Eligibility: RA 1080	

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PG Assistant Department Head (ASSISTANT PROVINCIAL HEALTH OFFICER)	PHO	24	0212	Assist the Provincial Health Officer in the conduct of the following functions: Take charge of the office in the implementation various health services. Supervise the personnel and staff of said office in the performance of their functions. Formulate programs implementation guidelines and rules and regulations for the operation of the said office for the approval of the Governor in order to assist him in the efficient, effective and economical implementation of a health services program geared to the implementation of health-related projects and activities; Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the Governor in carrying out activities to ensure the delivery of basic services and provision of adequate facilities relative to health services provided under Section 17 of RA7160.	Education: Doctor of Medicine	SUPERIOR on: Building a successful team; Controlling; Managing performance; Planning and organizing; Strategic thinking; Delegating; Problem Solving; Decision Making; Proficiency on Communication; and Time Management.
					Work Experience: 5 years of supervisory/ management experience	
					Training: 120 hours of supervisory/ management and development intervention undertaken within the last 5 years	
					Eligibility: RA 1080	

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