

**BULLETIN
OF
VACANT
POSITIONS
IN THE
GOVERNMENT**

Date of Release: January 7, 2013

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION 5 - PROVINCE OF ALBAY

Date of Release: January 7, 2013

NOTICE OF VACANT POSITION

AGENCY : **CIVIL SERVICE COMMISSION**
Regional Office No. 5
Rawis, Legazpi City

POSITION : **Two (1) ATTORNEY IV - SG 23**
(Anticipated Vacancy)

SALARY : P 46, 064.00/month

QUALIFICATIONS :

1. Education : Bachelor of Laws
2. Experience : 2 years demonstrated ability in professional legal work which includes trial work, prosecution and/or collaborating with prosecutors and fiscals in administrative/criminal cases
3. Training : 24 hours of relevant training in mandatory continuing legal education within last 5 years
4. Eligibility : RA 1080 (Bar)

Good moral character and work performance in previous job assignments will be looked into.

Applicants must also possess the following core and organizational competencies:

1. Exemplifying Integrity.
2. Delivering Service Excellence.
3. Solving Problems and making Decisions.
4. Demonstrating Personal Effectiveness.
5. Speaking Effectively.
6. Writing Effectively.
7. Championing and Applying innovation.
8. Planning and Delivering.
9. Managing Information.

It would be a plus factor if interested applicant is:

1. Experienced in handling, managing or supervising groups.
2. Enthusiastic and open-minded.
3. With positive work attitude
4. Knowledgeable in Civil Service Laws and rules is an advantage.
5. Proficient in written and spoken English language
6. Of good moral character
7. Must have at least a Very Satisfactory (VS) rating for the last two (2) ratings periods (for government employees).
8. Proficient in Ms Office applications such as MS Word, Excel, Powerpoint, etc.
9. Team-player.

HOW TO APPLY?

Interested applicants must submit their application letter together with one (1) copy of duly accomplished Personal Data Sheet (PDS) / CS Form No. 212 (revised 2005) with complete attachments/proof of completion of education, training and experience, performance ratings for the last two (2) consecutive rating periods, if applicable and a photocopy of Civil Service eligibility. Application letter must be addressed to Dir. Cecilia R. Nieto, Director IV - CSC Regional Office 5, Rawis, Legazpi City.

DEADLINE OF APPLICATION:

Applications must be received at the CSC Regional Office No. 5, Rawis, Legazpi City on or before **January 15, 2013**. For inquiries, applicants may call the Human Resource Division (HRD) at telephone no.: **(052) 435-3459**.

IMPORTANT:

Only applicants who meet the pre-qualifying criteria shall be considered and shall undergo the assessment (written examination, interview and group discussion) to be conducted by the CSC Region 5 Personnel Selection Board (PSB). Applicants will be duly notified on the date of assessment via phone or mail.

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REGION 5 - PROVINCE OF ALBAY

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NOTICE OF VACANT POSITION

AGENCY : CIVIL SERVICE COMMISSION

Regional Office No. 5
Rawis, Legazpi City

POSITION : Two (1) ATTORNEY V - SG 25
(ATY5-73-2005)

SALARY : P 53, 730.00/month

QUALIFICATIONS :

1. Education : Bachelor of Laws
2. Experience : 3 years demonstrated ability in legal investigation, research, case management, 1 year experience in management and supervision
3. Training : 40 hours of relevant training in management and supervision and 40 hours of Mandatory Continuing Legal Education within the last 5 years
4. Eligibility : RA 1080 (Bar)

Good moral character and work performance in previous job assignments will be looked into.

Applicants must also possess the following core and organizational competencies:

1. Exemplifying Integrity.
2. Delivering Service Excellence.
3. Solving Problems and making Decisions.
4. Demonstrating Personal Effectiveness.
5. Speaking Effectively.
6. Writing Effectively.
7. Championing and Applying innovation.
8. Planning and Delivering.

It would be a plus factor if interested applicant is:

1. Experienced in handling, managing or supervising groups.
2. Enthusiastic and open-minded.
3. With positive work attitude
4. Knowledgeable in Civil Service Laws and rules is an advantage.
5. Proficient in written and spoken English language
6. Of good moral character
7. Must have at least a Very Satisfactory (VS) rating for the last two (2) ratings periods (for government employees).
8. Proficient in Ms Office applications such as MS Word, Excel, Powerpoint, etc.
9. Team-player.

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REGION 5 - PROVINCE OF ALBAY

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NOTICE OF VACANT POSITION

AGENCY : CIVIL SERVICE COMMISSION

Regional Office No. 5
Rawis, Legazpi City

POSITION : Two (1) ATTORNEY VI - SG 26
(ATY6-41-2005)

SALARY : P 58, 028.00/month

QUALIFICATIONS :

1. Education : Bachelor of Laws
2. Experience : 2 years of demonstrated ability in litigation/prosecution/conduct of hearings/legal-related functions and 4 years of experience in management and supervision
3. Training : 40 hours of relevant training in management and supervision and 40 hours of Mandatory Continuing Legal Education within the last 5 years
4. Eligibility : RA 1080 (Bar)

Good moral character and work performance in previous job assignments will be looked into.

Applicants must also possess the following core and organizational competencies:

1. Exemplifying Integrity.
2. Delivering Service Excellence.
3. Solving Problems and making Decisions.
4. Championing and Applying innovation.
5. Planning and Delivering.
6. Developing people
7. Managing Performance
8. Partnering and Networking.
9. Thinking Strategically.
10. Building Commitment.

It would be a plus factor if interested applicant is:

1. Experienced in handling, managing or supervising groups.
2. Enthusiastic and open-minded.
3. With positive work attitude
4. Knowledgeable in Civil Service Laws and rules is an advantage.
5. Proficient in written and spoken English language
6. Of good moral character
7. Must have at least a Very Satisfactory (VS) rating for the last two (2) ratings periods (for government employees).
8. Proficient in Ms Office applications such as MS Word, Excel, Powerpoint, etc.
9. Team-player.

HOW TO APPLY?

Interested applicants must submit their application letter together with one (1) copy of duly accomplished Personal Data Sheet (PDS) / CS Form No. 212 (revised 2005) with complete attachments/proof of completion of education, training and experience, performance ratings for the last two (2) consecutive rating periods, if applicable and a photocopy of Civil Service eligibility. Application letter must be addressed to Dir. Cecilia R. Nieto, Director IV - CSC Regional Office 5, Rawis, Legazpi City.

DEADLINE OF APPLICATION:

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BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION 5 - PROVINCE OF ALBAY

Date of Release: January 7, 2013

AGENCY: DARAGA WATER DISTRICT

POSITION (NO. OF VACANCIES): WATER RESOURCES FACILITIES TENDER B (1 PERM)

Salary Grade: 4 Place of Assignment:

Item Number(s): 52

QUALIFICATION REQUIREMENTS:

Education: ELEMENTARY SCHOOL GRADUATE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: NONE REQUIRED (MC 11 s. 96-Cat.III)

POSITION (NO. OF VACANCIES): SENIOR ACCOUNTING PROCESSOR A (1 PERM)

Salary Grade: 12 Place of Assignment:

Item Number(s): 12

QUALIFICATION REQUIREMENTS:

Education: COMPLETION OF 2 YEARS STUDIES IN COLLEGE

Experience: 2 YEARS OF RELEVANT EXPERIENCE

Training: 8 HOURS OF RELEVANT TRAINING

Eligibility: CS SUBPROFESSIONAL (1ST LEVEL ELIGIBILITY)

POSITION (NO. OF VACANCIES): CASHIER A (1 PERMANENT)

Salary Grade: 16 Place of Assignment:

Item Number(s): 27

QUALIFICATION REQUIREMENTS:

Education: BACHELOR'S DEGREE

Experience: 1 YEAR RELEVANT EXPERIENCE

Training: 4 HOURS OF RELEVANT TRAINING

Eligibility: CS PROFESSIONAL (2ND LEVEL ELIGIBILITY)

POSITION (NO. OF VACANCIES): MEDICAL OFFICER III (2 OERMANENT)

Salary Grade: 21 Place of Assignment:

Item Number(s): OSEC-DOHB--MDOF3-390019-1999; 390003-2010

QUALIFICATION REQUIREMENTS:

Education: DOCTOR OF MEDICINE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: RA 1080 -PHYSICIAN

POSITION (NO. OF VACANCIES): PHARMACIST II (1 PERMANNET)

Salary Grade: 15 Place of Assignment:

Item Number(s): OSEC-DOHB-PH2-390004-1999

QUALIFICATION REQUIREMENTS:

Education: BS PHARMACY

Experience: 1 YEAR OF RELEVANT EXPERIENCE

Training: 4 HOURS OF RELEVANT TRAINING

Eligibility: RA 1080 - PHARMACIST

POSITION (NO. OF VACANCIES): NURSE I (1 PERMANENT)

Salary Grade: 11 Place of Assignment:

Item Number(s): OSEC-DOHB-NURS1-390031-1999

QUALIFICATION REQUIREMENTS:

Education: BACHELOR OF SCIENCE IN NURSING

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: RA 1080 -NURSE

POSITION (NO. OF VACANCIES): NURSING ATTENDANT I (1 PERMANENT)

Salary Grade: 4 Place of Assignment:

Item Number(s): OSEC-DOHB-NATT1-390013-1999

QUALIFICATION REQUIREMENTS:

Education: ELEMENTARY GRADUATE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: NONE REQUIRED

POSITION (NO. OF VACANCIES): ADMINISTRATIVE AIDE III (CLERK I) (1 PERM)

Salary Grade: 3 Place of Assignment:

Item Number(s): OSEC-DOHB-ADA3-390128-2004

QUALIFICATION REQUIREMENTS:

Education: COMPLETION OF 2 YEARS STUDIES IN COLLEGE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: CS SUBPROFESSIONAL (1ST LEVEL ELIGIBILITY)

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION 5 - PROVINCE OF ALBAY

Date of Release: January 7, 2013

AGENCY: LGU CLAVERIA, MASBATE

POSITION (NO. OF VACANCIES): ADMINISTRATIVE OFFICER II (HRMO I) (1 PERMANENT)

Salary Grade: 11 Place of Assignment:

Item Number(s): A-10

QUALIFICATION REQUIREMENTS:

Education: BACHELOR'S DEGREE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: CS PROFESSIONAL (2nd LEVEL ELIGIBILITY)

POSITION (NO. OF VACANCIES): SECURITY AGENT I

Salary Grade: 8 Place of Assignment:

Item Number(s): A-7

QUALIFICATION REQUIREMENTS:

Education: COMPLETION OF 2 YEARS STUDIES IN COLLEGE

Experience: 1 YEAR OF RELEVANT EXPERIENCE

Training: 4 HOURS OF RELEVANT TRAINING

Eligibility: CS SUBPROFESSIONAL (1st LEVEL ELIGIBILITY)

POSITION (NO. OF VACANCIES): ADMIN AIDE IV (MECHANIC I) (1 PERMANENT)

Salary Grade: 4 Place of Assignment:

Item Number(s): A-14

QUALIFICATION REQUIREMENTS:

Education: HIGH SCHOOL GRAD OR RELEVANT VOC. COURSE/TRADE COURSE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: MECHANIC (MC 11, s. 96-Cat.I)

POSITION (NO. OF VACANCIES): ADMIN AIDE I (UTILITY WORKER I) (4 PERMANENT)

Salary Grade: 1 Place of Assignment:

Item Number(s): B-24; CWS-7; CES-1; CES-10

QUALIFICATION REQUIREMENTS:

Education: MUST BE ABLE TO READ AND WRITE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: NONE REQUIRED (MC 11, s. 96-Cat. III)

POSITION (NO. OF VACANCIES): LIBRARIAN I (1 PERMANENT)

Salary Grade: 10 Place of Assignment:

Item Number(s): C-39

QUALIFICATION REQUIREMENTS:

Education: BACHELOR'S DEGREE IN LIBRARY SCIENCE OR BS BS EDUCATION/ART MAJOR IN LIBRARY SCIENCE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: RA 1080

POSITION (NO. OF VACANCIES): MGADH (ASST. MUN. TREASURER) (1 PERM)

Salary Grade: 22 Place of Assignment:

Item Number(s): D-41

QUALIFICATION REQUIREMENTS:

Education: BACHELOR'S DEGREE RELEVANT TO THE JOB

Experience: 3 YEARS RELEVANT EXPERIENCE

Training: 16 HOURS OF RELEVANT TRAINING

Eligibility: CS PROFESSIONAL (2nd LEVEL ELIGIBILITY)

POSITION (NO. OF VACANCIES): LOCAL REVENUE COLLECTION OFFICER II (1 PERM)

Salary Grade: 15 Place of Assignment:

Item Number(s): D-45

QUALIFICATION REQUIREMENTS:

Education: BACHELOR'S DEGREE

Experience: 1 YEAR RELEVANT EXPERIENCE

Training: 4 HOURS OF RELEVANT TRAINING

Eligibility: CS PROFESSIONAL (2nd LEVEL ELIGIBILITY)

POSITION (NO. OF VACANCIES): ASSESSMENT CLERK III (1 PERMANENT)

Salary Grade: 9 Place of Assignment:

Item Number(s): E-56

QUALIFICATION REQUIREMENTS:

Education: COMPLETION OF 2 YEARS STUDIES IN COLLEGE

Experience: 1 YEAR OF RELEVANT EXPERIENCE

Training: 4 HOURS OF RELEVANT TRAINING

Eligibility: CS SUBPROFESSIONAL (1st LEVEL ELIGIBILITY)

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REGION 5 - PROVINCE OF ALBAY

Date of Release: January 7, 2013

AGENCY: LGU CLAVERIA, MASBATE

POSITION (NO. OF VACANCIES): RURAL HEALTH PHYSICIAN (1 PERMANENT)

Salary Grade: 24 Place of Assignment:

Item Number(s): H-65

QUALIFICATION REQUIREMENTS:

Education: DOCTOR OF MEDICINE

Experience: 2 YEARS OF RELEVANT EXPERIENCE

Training: 8 HOURS OF RELEVANT TRAINING

Eligibility: RA 1080 (PHYSICIAN)

POSITION (NO. OF VACANCIES): SANITATION INSPECTOR I (1 PERMANENT)

Salary Grade: 6 Place of Assignment:

Item Number(s): H-79

QUALIFICATION REQUIREMENTS:

Education: COMPLETION OF 2 YEARS STUDIES IN COLLEGE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: CS SUBPROFESSIONAL (1st LEVEL ELIGIBILITY)

POSITION (NO. OF VACANCIES): MGDH-1 (MUNICIPAL AGRICULTURIST) (1 PERM)

Salary Grade: 24 Place of Assignment:

Item Number(s): J-83

QUALIFICATION REQUIREMENTS:

Education: BACHELOR'S DEGREE IN AGRICULTURE (GEN. COURSE) OR BACHELOR OF SCIENCE IN AGRICULTURE WITH RELEVANT FIELD OF SPECIALIZATION)

Experience: 3 YRS REQUIRED EXP. IN AGRICULTURE OR IN RELATED FIELD

Training: NONE REQUIRED

Eligibility: RA 1080

POSITION (NO. OF VACANCIES): AGRICULTURAL TECHNOLOGIST (1 PERMANENT)

Salary Grade: 10 Place of Assignment:

Item Number(s): J-88

QUALIFICATION REQUIREMENTS:

Education: BACHELOR'S DEGREE RELEVANT TO THE JOB

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: CS PROFESSIONAL (2nd LEVEL ELIGIBILITY)

POSITION (NO. OF VACANCIES): MGDH I (MUN. SOCIAL WELFARE & DEV'T. OFFICER) (1 PERM)

Salary Grade: 24 Place of Assignment:

Item Number(s): K-89

QUALIFICATION REQUIREMENTS:

Education: BACHELOR'S DEGREE IN SOCIAL WORK

Experience: 3 YRS EXP. IN THE PRACTICE OF SOCIAL WORK

Training: 24 HOURS TRAINING IN MANAGEMENT AND SUPERVISION

Eligibility: RA 1080 (SOCIAL WORKER)

POSITION (NO. OF VACANCIES): MGDH I (MUNICIPAL ACCOUNTANT) (1 PERMANENT)

Salary Grade: 24 Place of Assignment:

Item Number(s): L-93

QUALIFICATION REQUIREMENTS:

Education: BACHELOR'S DEGREE IN COMMERCE MAJOR IN ACCOUNTING

Experience: 3 YRS EXP IN THE TREASURY OR ACCOUNTING SERVICE

Training: NONE REQUIRED

Eligibility: RA 1080

POSITION (NO. OF VACANCIES): LABORER I (1 PERMANENT)

Salary Grade: 1 Place of Assignment:

Item Number(s): CWS-2

QUALIFICATION REQUIREMENTS:

Education: MUST BE ABLE TO READ AND WRITE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: NONE REQUIRED (MC 11, s. 96-Cat.III)

POSITION (NO. OF VACANCIES): TRADE HELPER (2 PERMANENT)

Salary Grade: 1 Place of Assignment:

Item Number(s): CWS-5 and CWS-6

QUALIFICATION REQUIREMENTS:

Education: MUST BE ABLE TO READ AND WRITE

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: NONE REQUIRED (MC 11, s. 96-Cat.III)

BULLETIN OF VACANT POSITIONS IN THE GOVERNMENT

REGION 5 - PROVINCE OF ALBAY

Date of Release: January 7, 2013

AGENCY: DEPED ALBAY DIVISION OFFICE

POSITION (NO. OF VACANCIES): TEACHER I (2 PERMANENT)

Salary Grade: 11 Place of Assignment:

Item Number(s): OSEC-DECSB-TCH1-390142-2008; 411637-1998

QUALIFICATION REQUIREMENTS:

Education: BEED OR BSED OR BACHELOR'S DEGREE PLUS 18 UNITS PROF EDUCATION

Experience: NONE REQUIRED

Training: NONE REQUIRED

Eligibility: RA 1080

POSITION (NO. OF VACANCIES): TEACHER III (5 PERMANENT)

Salary Grade: 13 Place of Assignment:

Item Number(s): OSEC-DECSB-TCH3-390049-2010; 395573-1998; 390146-2008; 390036-2002;
390026-2011

QUALIFICATION REQUIREMENTS:

Education: BEED OR BSED OR BACHELOR'S DEGREE PLUS 18 UNITS PROF EDUCATION

Experience: 1 YEAR EXPERIENCE IN TEACHER I

Training: NONE REQUIRED

Eligibility: RA 1080

POSITION (NO. OF VACANCIES): SCHOOL PRINCIPAL I (5 PERMANENT)

Salary Grade: 19 Place of Assignment:

Item Number(s): OSEC-DECSB-SP1-390337-2010; 390303-2010; 390297-2010; 390320-2010;
390329-2010

QUALIFICATION REQUIREMENTS:

Education: BSED OR ANY BACHELOR'S DEGREE PLUS 18 UNITS PROF EDUC PLUS 16 UNITS
MANAGEMENT

Experience: HT FOR 1YR OR TIC FOR 2 YRS OR MT FOR 2YRS OR TEACHERS FOR 5 YEARS

Training: 40 HOURS OF RELEVANT TRAINING

Eligibility: RA 1080

AGENCY: TABACO CITY WATER DISTRICT

POSITION (NO. OF VACANCIES): WATER MAINTENANCE MAN B (1 CASUAL)

POSITION (NO. OF VACANCIES): CUSTOMER SERVICE ASSISTANT B (1 CASUAL)

AGENCY: DOH - CENTER FOR HEALTH DEV'T. BICOL, LEG. CITY

POSITION (NO. OF VACANCIES): NURSE I (2 CASUAL)

POSITION (NO. OF VACANCIES): PHARMACIST I (1 CASUAL)

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PUBLISHED BY THE CIVIL SERVICE COMMISSION ALBAY FIELD OFFICE, BITANO, LEGAZPI CITY

PREPARED BY:

NOTED BY:

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DIRECTOR II