



WE ARE HIRING

DATE OF PUBLICATION:
JANUARY 16, 2019

POSITION: **SENIOR CORPORATE ATTORNEY**

Department/Division: Legal & Research Section

Salary Grade : 21

Monthly Salary: Php.57,805.00

Item Number : 206

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor of Laws

Eligibility : RA 1080 (BAR)

Training : 4 hours of relevant training

Experience : 1 year of relevant experience

REQUIRED COMPETENCIES:

EXEMPLIFYING INTEGRITY—Proficiency Level: (Basic) -Acknowledge and respects authority, and demonstrate readiness in accepting and complying with rules

DELIVERING SERVICE EXCELLENCE -(Basic) -Complies with the agency's established standards of delivery or service level agreements and delivers explicit requirements of customers.

SOLVING PROBLEMS AND MAKING DECISIONS (Basic) - Provides timely solutions to problems and decisions dilemmas that have clear-cut options and/or choices and whose solutions are available and that can be accessed from a database or gleaned from an existing policy or process.

DEMONSTRATING PERSONAL EFFECTIVENESS Proficiency Level: (Intermediate) -Recognizes personal strength and gaps and depends on guidance from authorities or appropriate bodies for direction in addressing them.

SPEAKING EFFECTIVELY (Advanced) - Effectively delivers messages that require careful planning for the method used and the possible impact of the message; audience maybe a large group, i.e. office, organization.

WRITING EFFECTIVELY Proficiency Level: (Advanced)-Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy.

CHAMPIONING AND APPLYING INNOVATION Proficiency Level: (Intermediate)- Contributes new ideas, approaches and solutions.

PLANNING AND DELIVERING -Proficiency Level: (Basic) Designs and implements plans focused on one's functional group or area of focus and involving team members from the same group

MANAGING INFORMATION—Proficiency Level: (Intermediate) - Works with data to generate relevant information.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and hand in or send through courier/ email their application to the address below not later than **JANUARY 26, 2019**

1. Fully accomplished Personal Data Sheet (PDS) with work experience sheet and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.


SHERRY T. PEÑAS

Division Manager A- Human Resource Division
40 J. Miranda Avenue, Naga City

The MNWD upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."



WE ARE HIRING

DATE OF PUBLICATION:
JANUARY 16, 2019

POSITION: **EXECUTIVE ASSISTANT A**

Department/Division: Office of the General Manager

Salary Grade : 20

Monthly Salary: Php.51,155.00

Item Number : 2

MINIMUM QUALIFICATION STANDARDS:

Education : Bachelor's degree

Training : 16 hours of training

Eligibility : Career Service (Professional)
Second Level Eligibility

Experience : 3 years of experience

REQUIRED COMPETENCIES:

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