Republic of the Philippines  
PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)  
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Provincial Government of Davao del Norte in the CSC website:

<table>
<thead>
<tr>
<th>No.</th>
<th>POSITION TITLE (Parenthetical Title, if applicable)</th>
<th>PLANTILLA ITEM NO.</th>
<th>MONTHLY SALARY</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
<th>TRAINING</th>
<th>ELIGIBILITY</th>
<th>COMPETENCY (if applicable)</th>
<th>PLACE OF ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Aide I</td>
<td>0287 1</td>
<td>11,551.00</td>
<td>Must be able to read and write</td>
<td>None required</td>
<td>None required</td>
<td>None required (MC 10, s. 2005)</td>
<td>PGSO - BUILDING &amp; GROUND MAINTENANCE DIVISION, GROUND MAINTENANCE SECTION</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Senior Administrative Assistant II</td>
<td>1004 14</td>
<td>29,277.00</td>
<td>Completion of two-year studies in college or High School Graduate with relevant vocational/trade course</td>
<td>3 years of relevant experience</td>
<td>16 hours of relevant training</td>
<td>Career Service (Sub-professional)/First Level Eligibility MC No. 10, s. 2005, MC No. 6 s. 2010 (Data Encoder)</td>
<td>PBO - Provincial Budget Operation Division, Budget Control / Processing Section</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Administrative Officer IV</td>
<td>1005 15</td>
<td>32,053.00</td>
<td>Bachelor’s degree relevant to the job</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Professional)/ Second Level Eligibility MC No. 10, s. 2005</td>
<td>PBO - City / Municipal Budget Operation Division</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Engineering Assistant</td>
<td>0737 8</td>
<td>17,505.00</td>
<td>Completion of two years studies in college</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Sub-professional)/First Level Eligibility</td>
<td>PEO - Planning, Designing, Programming And Monitoring Division, Designing And Programming Section</td>
<td></td>
</tr>
</tbody>
</table>

EDWIN A. PALERO, MPA, MHRM  
PG Department Head  
Provincial Human Resource Management Office  
Date: August 18, 2020
<table>
<thead>
<tr>
<th></th>
<th>Position</th>
<th>Code</th>
<th>Age</th>
<th>Salary</th>
<th>Experience</th>
<th>Training</th>
<th>Code</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Dentist III</td>
<td>0783</td>
<td>21</td>
<td>59,353.00</td>
<td>Doctor of Dental Medicine or Dental Surgery</td>
<td>2 years of relevant experience</td>
<td>8 hours of relevant training</td>
<td>RA 1080 (Dentist)</td>
</tr>
<tr>
<td>6</td>
<td>Nursing Attendant II</td>
<td>0803</td>
<td>6</td>
<td>15,524.00</td>
<td>Elementary School Graduate</td>
<td>None required</td>
<td>None required</td>
<td>None required (MC No. 10, s. 2013 -CAT III)</td>
</tr>
<tr>
<td>7</td>
<td>Administrative Officer III</td>
<td>1003</td>
<td>14</td>
<td>29,277.00</td>
<td>Bachelor's Degree relevant to the job</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Professional)/ Second Level Eligibility (MC No. 10, s. 2005)</td>
</tr>
<tr>
<td>8</td>
<td>Cook II</td>
<td>1006</td>
<td>5</td>
<td>14,641.00</td>
<td>Elementary School Graduate</td>
<td>None required</td>
<td>None required</td>
<td>None required (MC No. 10, s. 2013 - CAT III)</td>
</tr>
<tr>
<td>9</td>
<td>Midwife I</td>
<td>1007</td>
<td>9</td>
<td>18,784.00</td>
<td>Completion of the Midwifery Course</td>
<td>None Required</td>
<td>None Required</td>
<td>RA 1080 (Midwife)</td>
</tr>
</tbody>
</table>

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Please signify your interest in writing and attach the following documents to your application letter and send to the address below not later than September 06, 2020, to wit:

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**HON. EDWIN I. JUBAHIB**
Governor
Provincial Governor's Office
2/F Capitol Building, Government Center, Brgy.
Mankilam, Tagum City, Davao del Norte 8100
phrmno@davaodelnorte.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.
OFFICE: PROVINCIAL GENERAL SERVICES OFFICE
Division/Section: BUILDING & GROUND MAINTENANCE DIVISION
Position: Administrative Aide I
Item No: 0287
SG: 1

TASKS AND FUNCTIONS
1. Performs a variety of manual tasks, such as:
   1.1 Maintains the cleanliness and orderliness of the assigned area; 90%
   1.2 Digs hole, levelling work areas, cleans or cuts grass, wedge, sewer drainage;
   1.3 Loads and unloads wood, lumber, supplies and materials, furniture, etc.;
   1.4 Plants and transplants trees and ornamental plants; and
   1.5 Performs laboring tasks for skilled craftsman using standard hand tools like shovel, axes, saws, heavy wrenches and small power tools.
2. Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and 5%
3. Performs other functions as maybe assigned by the supervisor. 5%

OFFICE: PROVINCIAL BUDGET OFFICE
Division/Section: PROVINCIAL BUDGET OPERATION DIVISION
Position: Senior Administrative Assistant II
Item No: 1004
SG: 14

TASKS AND FUNCTIONS
1. Checks and evaluates the Obligation Requests to payrolls, vouchers and Purchase Orders under the General Fund and Special Education Fund; 35%
2. Encodes Obligation Requests with attached supporting documents such as payrolls, vouchers and purchase orders;
3. Validates the status of obligation in the OBRs; 25%
4. Submits Individual Performance Commitment and Review (IPCR) and IPCR target; and 5%
5. Performs other related tasks assigned by the supervisor. 10%

OFFICE: PROVINCIAL BUDGET OFFICE
Division/Section: CITY / MUNICIPAL BUDGET OPERATION DIVISION
Position: Administrative Officer IV
Item No: 1005
SG: 15

TASKS AND FUNCTIONS
1. Examines and reviews municipal/city budgets as to accuracy and conformity to existing budgeting laws, rules and regulations; 35%
2. Reviews pertinent correspondence on the examination and review made; 25%
3. Encodes pertinent correspondence on the examination and review made of the municipal/city budgets; 25%
4. Submits Individual Performance Commitment and Review (IPCR) and IPCR target; and 5%
5. Performs other related tasks assigned by the supervisor. 10%
OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : PLANNING, DESIGNING, PROGRAMMING AND MONITORING DIVISION
Position : Engineering Assistant
Item No : 0737
SG : 8

TASKS AND FUNCTIONS
1 Prepare engineering plan, specification and Design; 20%
2 Inspects work of contractors for compliance with plans and specifications; 20%
3 Makes minor calculations; 15%
4 Drafts simple plan of structures; 15%
5 Makes tracing of plans and sketches; 15%
6 Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and 5%
7 Performs other related tasks assigned by the supervisor. 10%

OFFICE : PROVINCIAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICE
Division/Section : KZ - MEDICAL SERVICES
Position : Dentist III
Item No : 0783
SG : 21

TASKS AND FUNCTIONS
1 Performs preventive, diagnostic and curative dental health care within the limits of the 20% available facilities;
2 Engages in dental health education program;
3 Refers patients to the physician for medical care or advice or to other units for secondary 15% level care;
4 Ensures the cleanliness and orderliness of dental clinic and equipment and the adequate 15% supply of dental materials;
5 Integrates dental health services within the overall activities of the health unit in the delivery of 15% primary health care;
6 Maintains records of patient examinations and treatments;
7 Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and 5%
8 Performs other related tasks assigned by the supervisor. 5%

OFFICE : PROVINCIAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICE
Division/Section : KZ - NURSING SERVICES
Position : Nursing Attendant II
Item No : 0803
SG : 6

TASKS AND FUNCTIONS
1 Prepares Patient for Treatment, Examination and Surgery; 45%
2 Conducts Special Care (Operating Room, Recovery Room, Delivery Room); 40%
3 Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and 5%
4 Performs other related tasks assigned by the supervisor. 10%
OFFICE : PROVINCIAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICE
Division/Section : KZ - HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICES
Position : Administrative Officer III
Item No : 1003
SG : 14

TASKS AND FUNCTIONS
1. Supervises a small group of clerical employees in the execution of their functions; 25%
2. Reviews vouchers, payroll and requisition for supplies and materials before submission to superior officer for final action; 20%
3. Drafts correspondence, telegrams, memorandum and special orders, reports on area activities of immediate concern; 20%
4. Sets up time sequence file for important action dates related to the area's program of immediate concern; 15%
5. Attends to and briefs guests and visitors in the point of interest of their call/visits; 10%
6. Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and 5%
7. Performs other related tasks assigned by the supervisor. 5%

OFFICE : PROVINCIAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICE
Division/Section : REHABILITATION SUPPORT SERVICES
Position : Cook II
Item No : 1006
SG : 5

TASKS AND FUNCTIONS
1. Prepares and cooks therapeutic and full diet meals according to planned menu or food 15%
2. Purchases raw ingredients and commissary supplies; 15%
3. Ensures food quality that meets standards and samples these suitability and seasoning; 15%
4. Maintains sanitary standards in the preparation, apportioning, and storage of food; 10%
5. Assists supervisor in directing kitchen activities such as planning menus, receiving deliveries and conducting inventory of kitchen supplies and food; 10%
6. Prepares work assignments and instructions on methods and procedures to subordinate 10%
7. Enforces laws and regulations on micronutrients; 10%
8. Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and 5%
9. Performs other related tasks assigned by the supervisor. 10%
OFFICE : PROVINCIAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICE

Division/Section : KZ - NURSING SERVICES
Position : Midwife I
Item No : 1007
SG : 9

TASKS AND FUNCTIONS

1. Assists in delivery cases; 20%
2. Visits pregnant and lactating mothers; 15%
3. Assists in the immunization and deworming of children; 15%
4. Makes referrals of cases to hospitals/clinics for further treatment; 15%
5. Assists in providing standard medical procedures in any assigned health programs; (Mental Health, Eye Screening Comprehensive Health Outreach Program, Surgical Networking Program, Women's Health Program and Others); 15%
6. Assists in the conduct of any health program outreaches in the province; 10%
7. Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and 5%
8. Performs other related tasks assigned by the supervisor. 5%
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<th>MONTHLY SALARY</th>
<th>QUALIFICATION STANDARDS</th>
<th>PLACE OF ASSIGNMENT</th>
<th>COMPETENCY (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supervising Administrative Officer</td>
<td>0750</td>
<td>22</td>
<td>66,867.00</td>
<td>Bachelor's degree relevant to the job</td>
<td>PEEDO-DDN LPRRC for Drug and Alcoholic Dependency</td>
<td>Career Service (Professional) Second Level Eligibility</td>
</tr>
<tr>
<td>2</td>
<td>Administrative Aide III</td>
<td>0753</td>
<td>3</td>
<td>13,019.00</td>
<td>Must be able to read and write</td>
<td>PEEDO-DDN LPRRC for Drug and Alcoholic Dependency - Rehabilitation Support Services</td>
<td>None required (MC 10, s. 2013-CAT III)</td>
</tr>
<tr>
<td>3</td>
<td>Local Legislative Staff Officer III</td>
<td>0990</td>
<td>16</td>
<td>35,106.00</td>
<td>Bachelor's degree relevant to the job</td>
<td>OSS - Legislative Documentations Division, Resolutions and Ordinances Section</td>
<td>Career Service (Professional) Second Level Eligibility</td>
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Provincial Human Resource Management Office  
2/F Capitol Building, Government Center, Brgy. Mankilam, Tagum City, Davao del Norte 8100

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OFFICE : Provincial Economic Enterprise Development Office
        DDN LPRRC for Drug and Alcoholic Dependency

Position : Supervising Administrative Officer
Item No. : 0750
SG : 22

TASKS AND FUNCTIONS:

1. Formulates plans and measures to ensure the effective application of Therapeutic Community Approach (TCA) to meet the center residents needs in the rehabilitation process;

2. Manifests/Attends court appearances for apprehended drug dependents with finality of commitment for six (6) year rehabilitation program under RA 9165;

3. Identifies drug dependents and evaluates the admission requirements for qualified residents;

4. Implements Therapeutic Community Approach modality under MOA entered into by the Province/Municipality/City and paying clients residents outside Davao del Norte;

5. Conducts resident's exit conference/evaluation upon discharge of residents with respective co-depts LGU representative and other concerned agencies;

6. Plans and conducts monthly activities and exposure while undergoing rehabilitation process;

7. Plans, facilitates and assists livelihood program for center residents in enhancing their knowledge and define for livelihood endeavor;

8. Organizes and coordinates scheduled series of drugs symposium of different cities and municipalities, NGO, school and colleges provincewide;

9. Develops and establishes spiritual awareness to the residents as effective forces that drives his/her human mind for improvements and become aware of higher spiritual obligation thru spiritual activities regarding bible sharing group and individual spiritual activity;

10. Submits Individual Performance Commitment and Review (IPCR) and IPCR target; and

11. Performs other related tasks assigned by the supervisor.
OFFICE : Provincial Economic Enterprise Development Office
       DDN LPRRC for Drug and Alcoholic Dependency
       Rehabilitation Support Services

Position : Administrative Aide III
Item No.  : 0753
SG       : 3

TASKS AND FUNCTIONS:

1. Cleans, sweeps, scrubs, waxes on all offices of Rehab Center including, comfort
   rooms, furniture and fixtures and washes walls and windows;

2. Performs simple repairs of office equipment and furniture;

3. Does all cleaning and grass cut chores at the Rehab Center's ground;

4. Identifies and pinpoints possible problem areas to supervisor for prompt action;

5. Conducts resident's exit conference/evaluation upon discharge of residents with
   respective co-depts LGU representative and other concerned agencies;

6. Submits Individual Performance Commitment and Review (IPCR) and IPCR target;
   and

7. Performs other related tasks assigned by the supervisor.
OFFICE : Office of the Secretary to the Sanggunian
Legislative Documentations Division
Resolutions and Ordinances Section

Position : Local Legislative Staff Officer III
Item No. : 0990
SG : 16

TASKS AND FUNCTIONS:

1. Reviews transactions of minutes, excerpts and/or extracts and checks the accuracy and completeness of the same;

2. Prepares resolutions coming from the different municipalities of the province for inclusion in the agenda;

3. Supervises the activities/works of personnel under the section;

4. Assigns/Arranges schedules of stenographer's In serving conference called by the Sangguniang Panlalawigan/Governor;

5. Requisitions blank cartridge to be purchased for taping of SP sessions, proceedings, committee hearings and conferences;

6. Makes resume of actions taken for each time in the agenda;

7. Submits Individual Performance Commitment and Review (IPCR) and IPCR target; and

8. Performs other related tasks assigned by the supervisor.