

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:

EDWIN A. PALERO, MPA, MHRM
PG Department Head

Provincial Human Resource Management Office

Date: August 16, 2023

NO.	POSITION TITLE (Parenthetical, if applicable)	PLANTILLA ITEM NO	SALARY/ JOB/ PAY GRADE	MONTHLY	QUALIFICATION STANDARDS					PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)	
1	Development Management Officer II	0171	15	36,619.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		PADO - Employment & Workforce Development Division, Livelihood & Enterprise Creation Section
2	Project Evaluation Officer II	0174	15	36,619.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		PADO - Employment & Workforce Development Division, Technical & Administrative Support Services Section

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 scanned copy of the following documents to your application letter and send to the link stated below not later than **September 05, 2023**, to wit:

1. Fully accomplished **Personal Data Sheet (PDS)** and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph with recent passport-sized picture (3.5cm x 4.5cm) taken within 6 months.
2. **Performance rating** in the last rating period (if applicable);
3. Authenticated copy of **Certificate of Eligibility/Rating/License**; and
4. **Diploma, Transcript of Records** and **Certificate of Training** (if applicable).

QUALIFIED APPLICANTS are advised to submit said documents online thru the link provided below:

HON. EDWIN I. JUBAHIB
Governor

Provincial Governor's Office
2/F Capitol Building, Government Center
Mankilam, Tagum City, Davao del Norte 8100

<https://davaodelnorte.ph/JobPortal>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

OFFICE : PROVINCIAL ADMINISTRATOR'S OFFICE
Division/Section : EMPLOYMENT & WORKFORCE DEVELOPMENT DIVISION
Position : Development Management Officer II
Item No : 0171
SG : 15

TASKS AND FUNCTIONS

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| 1 | Initially, identifies the beneficiaries and formally organizes them into groups; | 15% |
| 2 | Accepts and evaluates the applications submitted and conducts an entrepreneurial aptitude assessment of the applicants; | 15% |
| 3 | Evaluates simple business proposal and ascertain that referrals made are given to the rights agencies/institutions; | 30% |
| 4 | Submits regular financial and narrative reports to the supervisor prior to submission to concerned respective office; | 15% |
| 5 | Attends and conducts a seminars, conferences, trainings and conventions as instructed by the Division Head; | 15% |
| 6 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 7 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ADMINISTRATOR'S OFFICE
Division/Section : EMPLOYMENT & WORKFORCE DEVELOPMENT DIVISION
Position : Project Evaluation Officer II
Item No : 0174
SG : 15

TASKS AND FUNCTIONS

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| 1 | Monitors the progress of the projects handled by the division; | 20% |
| 2 | Formulates the monitoring and evaluation tools of each project implemented by the division; | 15% |
| 3 | Supervises and coordinates various reports for record management purposes; | 10% |
| 4 | Handles the analysis and submits periodic report on the projects' status; | 15% |
| 5 | Facilitates the conduct of meeting and linkaging initiatives with National Government Agencies; | 10% |
| 6 | Assists in the conduct of Career and Employment Coaching; | 5% |
| 7 | Consolidates the Labor Market Information (LMI) and other systems' generated data results for analysis and reporting purposes; | 15% |
| 8 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 9 | Performs other related tasks assigned by the supervisor. | 5% |