Request for Publication o

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Republic of the Philippines PROVINCIAL GOVERNMENT OF DAVAO DEL NO Request for Publication of Vacant Positions

To: GIVIL SERVICE COMMISSION (CAUSE)

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:

To: GIVIL SERVICE COMMISSION (CEO)

PG Department Head
Provincial Human Resource Management Office
Date: August 16, 2023

To: CIVIL SERVICE COMMISSION STOR

NO.	POSITION TITLE (Parenthetical, if applicable)	PLANTILLA ITEM NO	SALARY/ JOB/ PAY GRADE	6	OSITION TITLE PRODUCTION STANDARDS			SALE - WHALIFICATION		
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)	PLACE OF ASSIGNMEN
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 <u>September 05, 2023</u>, 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 Cerfificate 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

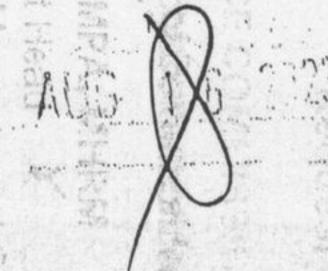
: EMPLOYMENT & WORKFORCE DEVELOPMEN

Position

: Development Management Officer II

Item No SG

: 0171



TASKS AND FUNCTIONS

: 15

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

: 0174 : 15

TASKS AND FUNCTIONS

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;					
3	Supervises and coordinates various reports for record management purposes;					
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					
9	Performs other related tasks assigned by the supervisor.	5%				

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