

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

CIVIL SERVICE COMMISSION - DAVAO DEL NORTE

RECEIVED

Date: **FEB 07 2023**

Time: **9:10**

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:

[Signature]
MILA C. LAURENO, MHRM
(P.G. Asst. Department Head)
OIC-PG. Department Head

EDWIN A. PALERO, MPA, MHRM
PG Department Head
Provincial Human Resource Management Office
Date: February 06, 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	Administrative Assistant III (Mechanic III)	0705	9	21,211.00	High school graduate or completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Mechanic (Automotive Servicing)		PEO - Motorpool Division, 1st Operation Section, Shop Operation
2	Machinist III	0706	9	21,211.00	High school graduate or completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Machinist		PEO - Motorpool Division, 1st Operation Section, Shop Operation
3	Welder II	0711	6	17,553.00	Elementary school graduate	None required	None required	Welder		PEO - Motorpool Division, 1st Operation Section, Shop Operation
4	Administrative Aide IV (Mechanic I)	0717	4	15,586.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (Automotive Servicing)		PEO - Motorpool Division, 1st Operation Section, Shop Operation
5	Administrative Assistant III (Mechanic III)	0729	9	21,211.00	High school graduate or completion of relevant vocational trade/course	1 year of relevant experience	4 hours of relevant training	Mechanic (Automotive Servicing)		PEO - Motorpool Division, 2nd Operation Section
6	Administrative Aide IV (Mechanic I)	0734	4	15,586.00	High school graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (Automotive Servicing)		PEO - Motorpool Division, 2nd Operation 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 **February 26, 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 ENGINEER'S OFFICE
Division/Section : MOTORPOOL DIVISION
Position : Welder II
Item No : 0711
SG : 6

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Does electric welding, brazing, cutting and repairing of light and heavy equipment; | 30% |
| 2 | Builds-up gear, shafting, axle and differential system of various equipment and machineries; | 25% |
| 3 | Performs lay-out, fitting and metal preparation in relation to welding job and maintain tools and welding equipment in good condition; | 20% |
| 4 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 5 | Performs other related tasks assigned by the supervisor. | 20% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : MOTORPOOL DIVISION
Position : Administrative Aide IV (Mechanic I)
Item No : 0717
SG : 4

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Performs variety of semi-skilled tasks in simple preliminary service and maintenance of automotive equipment; | 30% |
| 2 | Performs variety of routine service and maintenance tasks as lubricating, greasing, tire changing, brake adjustment, battery check-up, replaces fan belts and loose connections of light bulbs; | 25% |
| 3 | Removes repairs and installs tire of all sizes; | 25% |
| 4 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 5 | Performs other related tasks assigned by the supervisor | 15% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : MOTORPOOL DIVISION
Position : Administrative Assistant III (Mechanic III)
Item No : 0729
SG : 9

TASKS AND FUNCTIONS

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|---|--|-----|
| 1 | Performs work in maintenance, minor repair and servicing on all kinds of equipment such as bulldozer, graders, loaders, rollers, dump trucks, pick-up, jeep, cars, concrete mixers and other related equipment in the field; | 18% |
| 2 | Performs skilled repair and maintenance work of equipment; | 10% |
| 3 | Inspects and troubleshoots gasoline and diesel engines, does tune-ups, adjusts brakes and clutch and carburetors; | 12% |
| 4 | Replaces faulty or worn-out parts and girds values; | 10% |
| 5 | Performs preventive maintenance works such as lubrication and replacing oil filters and other similar duties; | 12% |
| 6 | Directs helper or laborer in the discharge of lower skill; | 10% |
| 7 | Determines and submits to section chiefs the spare parts needed for requisitions; | 10% |
| 8 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 8% |
| 9 | Performs other related tasks assigned by the supervisor. | 10% |

OFFICE : **PROVINCIAL ENGINEER'S OFFICE**
Division/Section : **MOTORPOOL DIVISION**
Position : **Administrative Aide IV (Mechanic I)**
Item No : 0734
SG : 4

TASKS AND FUNCTIONS

1	Performs variety of semi-skilled tasks in simple preliminary service and maintenance of automotive equipment;	30%
2	Performs variety of routine service and maintenance tasks as lubricating, greasing, tire changing, brake adjustment, battery check-up, replaces fan belts and lose connections of light bulbs;	25%
3	Removes repairs and installs tire of all sizes;	25%
4	Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and	5%
5	Performs other related tasks assigned by the supervisor.	15%