

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

**RECEIVED**  
Date: JUL 23 2024  
Time: 1:49

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: July 23, 2024

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 I	0094	7	18,620.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Audio-Visual Equipment Operator/Technician		PADO - Provincial Rehabilitation Center, Inmate Welfare, Security And Control Support Services
2	Provincial Government Assistant Department Head (Assistant Provincial Planning and Development Coordinator)	0234	24	90,078.00	A holder of a college degree preferably in urban planning, development studies, economics, public administration or any related course from a recognized college or university	At least three (3) years experience in development planning or in any related field	None Required	RA 1080 (Environmental Planner)		Provincial Planning and Development Office

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 **August 08, 2024**, 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](http://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, MMPA**  
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 : **PROVINCIAL REHABILITATION CENTER**  
Position : **Administrative Assistant I**  
Item No : 0094  
SG : 7

**TASKS AND FUNCTIONS**

- |   |  |     |
|---|--|-----|
| 1 | Assists in the conduct of trainings, seminars, programs and other activities;  | 15% |
| 2 | Operates the audio-visual equipment that will be used during the conduct of activities;  | 25% |
| 3 | Takes a custody of software and hardware of audio-visual devices;  | 20% |
| 4 | Makes himself available for preparing, making drawing and printing of illustrations for showing through a projector vital of information either for display or printing; | 15% |
| 5 | Takes charge of the documentation of every activity such as still pictures and video coverage;   | 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 PLANNING AND DEVELOPMENT OFFICE**  
Division/Section  
Position : **Provincial Government Assistant Department Head (Assistant Provincial Planning and Development Coordinator)**  
Item No : 0234  
SG : 24

**TASKS AND FUNCTIONS**

- |   |  |     |
|---|--|-----|
| 1 | Supervises and coordinates the work/activities of the three (3) divisions;   | 20% |
| 2 | Supervises the preparation of provincial development planning documents;   | 20% |
| 3 | Oversees the administrative functions of the office;   | 20% |
| 4 | Reviews/Checks plans, project proposals, designs, reports and other documents prepared by the three (3) divisions; | 10% |
| 5 | Assists the PPDC in official functions;  | 10% |
| 6 | Reviews the Individual Performance Commitment and Review (IPCR) and IPCR target of the personnel;                  | 10% |
| 7 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and                                   | 5%  |
| 8 | Performs other related tasks assigned by the Provincial Planning and Development Coordinator.                      | 5%  |