

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

CIVIL SERVICE COMMISSION - DAVAO DEL NORTE

RECEIVED

Date: NOV 13 2024

Time: 11:30

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: November 13, 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	Provincial Government Department Head (Local Disaster Risk Reduction and Management Officer)	1036	26	121,146.00	Bachelor's Degree	5 years in position/s involving management and supervision, 1 year of which is relevant to DRRM	32 hours of training in management and supervision on DRRM	Career Service Professional (Second Level Eligibility)		Provincial Disaster Risk Reduction and Management 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 **November 28, 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 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 DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

Division/Section

Position : **Provincial Government Department Head (Local Disaster Risk Reduction and Management Officer)**

Item No : 1036

SG : 26

TASKS AND FUNCTIONS

- 1 Takes charge of the Office of the Provincial Disaster Risk Reduction and Management and shall develop plans and strategies consistent with the national council's standards and guidelines and upon the approval of the governor, as the case may be, implement the same particularly those which have to do with the disaster risk reduction and management-related programs and projects in the province; 15%
- 2 Responsible for the overall administrative, financial and technical operation of the department in coordination with national and local government agencies and non-government organizations; 15%
- 3 Be in the front line in the delivery of services before, during and in the aftermath of man-made and natural disaster and calamities; 15%
- 4 Conduct a continuing organizational development of the Office with the end-view of instituting effective and efficient climate change-disaster risk reduction and management reforms; 10%
- 5 Initiate and support programs for the vulnerable sectors (youth, women, elderly, IPs, PWDs, farmers, fisher folks, etc.) that will enhance the resiliency of communities; 10%
- 6 Represent the Provincial DRRM Chairperson in the higher bodies and councils; 10%
- 7 Recommend to the Sanggunian and advise the governor, as the case may be, through the LDRRMC the enactment of local ordinances and all other matters related to DRRM consistent with RA 10121; 10%
- 8 Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance; and 10%
- 9 Submits Office Performance Commitment Review (OPCR) on a semestral basis. 5%