

**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 21 2024  
Time: 11:40 AM

**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:

*glen*  
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: November 22, 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	Process Server	0214	5	17,205.00	High School Graduate	None Required	None Required	None required.		PICKMO - Administrative, Events And Marketing Division

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 **December 07, 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 INFORMATION, COMMUNICATION AND KNOWLEDGE  
MANAGEMENT OFFICE**  
Division/Section : **ADMINISTRATIVE, EVENTS AND MARKETING DIVISION**  
Position : **Process Server**  
Item No : 0214  
SG : 5

**TASKS AND FUNCTIONS**

- |   |  |     |
|---|--|-----|
| 1 | Reviews vouchers payroll and requisition for supplies and materials before submission to the superior officer for final action;                      | 25% |
| 2 | Monitors and keeps records of whereabouts and status of submitted documents and ensures all requirements are complied with for financial processing; | 25% |
| 3 | Routes and monitors the status of document processing for Financial and Non-Financial Claims;  | 20% |
| 4 | Facilitates and delivers communications and other documents to concerned offices, agencies and individuals;  | 20% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and   | 5%  |
| 6 | Performs other related tasks assigned by the supervisor.   | 5%  |