

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

CIVIL SERVICE COMMISSION - DAVAO DEL NORTE
RECEIVED
HERRERA MAIRANE V. SANTO
Name: _____
Date: 22 MAY 2025
Time: 3:09

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.

JENNY LUCILLE G. ESCOBAR
Supervising Administrative Officer
Provincial Human Resource Management Office
05/22/25

EDWIN A. PALERO, MPA, MHRM
PG Department Head
Provincial Human Resource Management Office
Date: May 22, 2025

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 Aide IV (Clerk II)	PADO-0159	4	16,209.00	Completion of two (2) years studies in college	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility		PADO - Employment & Workforce Development Division, Livelihood & Enterprise Creation Section
2	Administrative Aide III (Utility Worker II)	PADO-0166	3	15,265.00	Must be able to read and write	None Required	None Required	None Required		PADO - Employment & Workforce Development Division, Technical & Administrative Support Services Section
3	Administrative Aide III (Utility Worker II)	PHO-0028	3	15,265.00	Must be able to read and write	None Required	None Required	None Required		PHO - DDN LPRRC FOR DRUG AND ALCOHOLIC DEPENDENCY, REHABILITATION SUPPORT SERVICES
4	Engineer I	PEO-EPM-0008	12	30,705.00	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080 (Mechanical Engineer)		PEO - Motorpool Division, 1st Operation Section, Shop Operation
5	Engineer I	PEO-EPM-0033	12	30,705.00	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080 (Mechanical Engineer)		PEO - Motorpool Division, 1st Operation Section, Field Operation
6	Engineer I	PEO-EPM-0061	12	30,705.00	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080 (Mechanical Engineer)		PEO - Motorpool Division, Equipment Utilization Section
7	Engineer II	PEO-EI-0015	16	41,616.00	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080 (Civil Engineer)		PEO - 1st Engineering District, Construction/Maintenance Of Roads And Bridges (Section A)
8	Construction and Maintenance Foreman	PEO-EI-0025	8	20,534.00	High School Graduate	1 year of relevant experience	4 hours of relevant training	None Required		PEO - 1st Engineering District, Construction/Maintenance Of Roads And Bridges (Section B)

9	Engineer I	PEO-EI-0075	12	30,705.00	Bachelor's degree in Engineering relevant to the job	None Required	None Required	RA 1080 (Civil Engineer)	PEO - Planning, Designing, Programming And Monitoring Division, Designing And Programming Section
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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 **June 08, 2025**, 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 ADMINISTRATOR'S OFFICE
Division/Section : EMPLOYMENT & WORKFORCE DEVELOPMENT DIVISION
Position : Administrative Aide IV (Clerk II)
Item No : PADO-0159
SG : 4

TASKS AND FUNCTIONS

1	Receives, sorts, indexes, files and binds the communications, records and other related documents;	15%
2	Routes communications and receives documents;	20%
3	Compiles statistics of basic data related to work assignment;	15%
4	Encodes communication forms and reports;	10%
5	Answers inquiries on status of communications and documents;	10%
6	Takes charge on the recording of incoming and outgoing communications and documents to respective logbook and database system;	10%
7	Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and	10%
8	Performs other related tasks assigned by the supervisor.	10%

OFFICE : PROVINCIAL ADMINISTRATOR'S OFFICE
Division/Section : EMPLOYMENT & WORKFORCE DEVELOPMENT DIVISION
Position : Administrative Aide III (Utility Worker II)
Item No : PADO-0166
SG : 3

TASKS AND FUNCTIONS

1	Sweeps, scrubs, waxes, mops the hallways, verandas, comfort rooms, dusts and washes the walls and wood works to keep it clean all working areas of the office;	30%
2	Takes charge and cleans all the utensils of the office;	25%
3	Collects and replace cups, glasses, and other dishes for use in the office;	15%
4	Closes the office and deposits keys to responsible security officials and sees to it that all windows are closed at the end of the working day;	15%
5	Cleans ashtrays and arranges the furniture;	5%
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 HEALTH OFFICE
Division/Section : REHABILITATION SUPPORT SERVICES
Position : Administrative Aide III (Utility Worker II)
Item No : PHO-0028
SG : 3

TASKS AND FUNCTIONS

1	Cleans, sweeps, scrubs, waxes on all offices of Rehab Center including, comfort rooms, furniture and fixtures and washes walls and windows;	25%
2	Performs simple repairs of office equipment and furniture;	20%
2	Does all clearing and grass cutting chores at the Rehab Center's ground;	25%
3	Identifies and pinpoints possible problem areas to supervisor for prompt action;	15%
5	Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and	5%
6	Performs other related functions tasks assigned by the supervisor.	10%

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : MOTORPOOL DIVISION
Position : Engineer I
Item No : PEO-EPM-0008
SG : 12

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Assists in the conduct of periodic inspection and tests of equipment to determine its condition and the needs for preventive maintenance of various provincial equipment; | 20% |
| 2 | Assists in the conduct of complete inspection of all provincial equipment and vehicles; | 20% |
| 3 | Keeps an updated inventory of all provincial equipment and spare parts; | 15% |
| 4 | Canvasses spare parts and other materials for emergency purchase; | 15% |
| 5 | Prepares required documents for procurement of spare parts and other materials; | 15% |
| 6 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 7 | Performs other related tasks assigned by the supervisor. | 10% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : MOTORPOOL DIVISION
Position : Engineer I
Item No : PEO-EPM-0033
SG : 12

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Assists in the conduct of periodic inspection and tests of equipment to determine its condition and the needs for preventive maintenance of various provincial equipment; | 30% |
| 2 | Assists in the conduct of complete inspection of all provincial equipment and vehicles; | 25% |
| 3 | Keeps an updated inventory of all provincial equipment and spare parts; | 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 : Engineer I
Item No : PEO-EPM-0061
SG : 12

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Makes periodic report on the status of equipment rental and utilization; | 30% |
| 2 | Prepares report on the status and schedule of provincial equipment and vehicles; | 25% |
| 3 | Assists in the dispatching and deployment of provincial equipment; | 15% |
| 4 | Organizes and keeps accurate records of rentals, utilization and schedule of all provincial equipment; | 15% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 10% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : 1ST ENGINEERING DISTRICT
Position : Engineer II
Item No : PEO-EI-0015
SG : 16

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Supervises and controls the construction, rehabilitation, improvement, maintenance and repair of all provincial roads and bridges within the district; | 25% |
| 2 | Assists the Engineer III in coordinating with the LGU officials in various undertakings relative to construction/maintenance of roads and bridges; | 20% |
| 3 | Sees to it that the work is completed within time frame; | 20% |
| 4 | Facilitate submission of periodic and accomplishment reports for review and approval of section and division head; | 20% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 10% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : 1ST ENGINEERING DISTRICT
Position : Construction and Maintenance Foreman
Item No : PEO-EI-0025
SG : 8

TASKS AND FUNCTIONS

- | | | |
|----|--|-----|
| 1 | Prepares daily work schedule of the maintenance helpers and laborers; | 10% |
| 2 | Keeps daily work and attendance records; | 10% |
| 3 | Lays out work to be accomplished; | 5% |
| 4 | Checks actual stages of maintenance procedures as patch preparation, tamping and base laying before work is performed; | 5% |
| 5 | Ensures proper handling or use of tools of refueling or transfer of fuel from drums to equipment; | 20% |
| 6 | Keeps accurate records of withdrawal, refueling and balances of fuel from the gas station to drums and drums to equipment; | 15% |
| 7 | Ensures safety of drums and other tools used for drumming; | 10% |
| 8 | Ensures completeness of documents before refueling; | 10% |
| 9 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 10 | Performs other related tasks assigned by the supervisor. | 10% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : PLANNING, DESIGNING, PROGRAMMING AND MONITORING DIVISION
Position : Engineer I
Item No : PEO-EI-0075
SG : 12

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Assists in the preparation of project statistics as a means of evaluating completed and on-going projects; | 25% |
| 2 | Prepares periodic technical reports concerning infrastructure projects; | 20% |
| 3 | Prepares engineering plan, specification and design; | 20% |
| 4 | Prepares Cost estimates and unit price analysis; | 15% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 15% |

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

CIVIL SERVICE COMMISSION - DAVAO DEL NORTE
RECEIVED
HERRA MAIRYN V. S. MONTE
Name: _____
Date: 22 MAY 2025
Time: 3:54

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:

JENNY LUCILLE G. ECK
Supervising Administrative Officer
Provincial Human Resource Management Office
EDWIN A. PALERO, MPA, MHRM
PG Department Head
Provincial Human Resource Management Office
Date: May 22, 2025

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 Aide VI (Utility Foreman)	PGSO-0075	6	18,255.00	Elementary School Graduate	None required	None required	None required		PGSO - BUILDING & GROUND MAINTENANCE DIVISION, GROUND MAINTENANCE SECTION
2	Administrative Officer V	PGSO-0003	18	49,015.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/Second Level Eligibility		PGSO - CIVIL SECURITY SECTION
3	Security Guard II	PGSO-0014	5	17,205.00	High School Graduate	None Required	None Required	Security Guard License		PGSO - CIVIL SECURITY SECTION
4	Administrative Aide IV (Clerk II)	PGSO-0021	4	16,209.00	Completion of two-year studies in college or High School Graduate with relevant vocational /trade course	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility		PGSO - CIVIL SECURITY SECTION
5	Administrative Officer V	PGSO-0032	18	49,015.00	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		PGSO - PROCUREMENT & WAREHOUSE DIVISION, PROCUREMENT PLANNING & PURCHASING SECTION
6	Administrative Assistant III	PGSO-0037	9	22,219.00	Completion of two-year studies in College or High School Graduate with vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility		PGSO - PROCUREMENT & WAREHOUSE DIVISION, PROCUREMENT PLANNING & PURCHASING SECTION
7	Administrative Officer III	PGSO-0043	14	35,434.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		PGSO - PROCUREMENT & WAREHOUSE DIVISION, PROPERTY & SUPPLIES SECTION
8	Administrative Aide V (Carpenter II)	PGSO-0068	5	17,205.00	High School Graduate or completion of relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Carpenter		PGSO - BUILDING & GROUND MAINTENANCE DIVISION, BUILDING MAINTENANCE SECTION

9	Nurse I	PHO-0042	15	38,413.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)	PHO - DDN LPRRC FOR DRUG AND ALCOHOLIC DEPENDENCY, TREATMENT CARE AND REHABILITATION SERVICES
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Governor

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Mankilam, Tagum City, Davao del Norte 8100

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OFFICE : PROVINCIAL GENERAL SERVICES OFFICE
Division/Section : BUILDING & GROUND MAINTENANCE DIVISION
Position : Administrative Aide VI (Utility Foreman)
Item No : PGSO-0075
SG : 6

TASKS AND FUNCTIONS

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|---|--|-----|
| 1 | Ensures the cleanliness of the entire capitol ground; | 20% |
| 2 | Ensures that plants are properly trimmed, watered and grasses are cut; | 20% |
| 3 | Ensures proper segregation of waste in the government center; | 20% |
| 4 | Records the in and outs of the equipment used and sees to it that it is properly cleaned and stored; | 10% |
| 5 | Ensures that the equipments are properly cleaned and maintained; | 10% |
| 6 | Maintains time, attendance and payroll records for submission to proper offices; | 10% |
| 7 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 8 | Performs other functions as maybe assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL GENERAL SERVICES OFFICE
Division/Section : CIVIL SECURITY SECTION
Position : Administrative Officer V
Item No : PGSO-0003
SG : 18

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Formulates security plans and measures to safeguard government properties and the transacting public; | 25% |
| 2 | Supervises and directs all security guards on duty; | 25% |
| 3 | Conducts regular check-up on fire arms and ammunition issued to the security guards; | 20% |
| 4 | Reviews and signs guards detail, correspondence, special orders and reports on area activities of immediate concern; | 10% |
| 5 | Conducts troop formation regularly; | 10% |
| 6 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 7 | Performs other functions as maybe assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL GENERAL SERVICES OFFICE
Division/Section : CIVIL SECURITY SECTION
Position : Security Guard II
Item No : PGSO-0014
SG : 5

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Guards and protects all Provincial Government properties from thief; | 50% |
| 2 | Conducts roving and inspection every 30 minutes within the area of responsibility; | 25% |
| 3 | Reports immediately to the supervisor any untoward incident that happened within the area of responsibility; | 15% |
| 4 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 5 | Performs other functions as maybe assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL GENERAL SERVICES OFFICE
Division/Section : CIVIL SECURITY SECTION
Position : Administrative Aide IV (Clerk II)
Item No : PGSO-0021
SG : 4

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Receives, sorts, records and files all incoming and outgoing communications; | 20% |
| 2 | Processes forms involving requisitions for supplies and materials on area of activities of immediate concern; | 20% |
| 3 | Processes documents related to the security services; | 20% |
| 4 | Drafts guards detail, special orders and reports on area activities of immediate concern; | 20% |
| 5 | Maintains the orderliness of forms and other operational device within the section; | 10% |
| 6 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 7 | Performs other functions as maybe assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL GENERAL SERVICES OFFICE
Division/Section : PROCUREMENT & WAREHOUSE DIVISION
Position : Administrative Officer V
Item No : PGSO-0032
SG : 18

TASKS AND FUNCTIONS

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|---|---|-----|
| 1 | Directs, controls and supervises personnel of the Procurement Planning and Purchasing Section in the performance of tasks and functions as Bids and Awards Committee Secretariat; | 25% |
| 2 | Assists in the review of documents and reports prepared by the section as BAC Secretariat; | 20% |
| 3 | Drafts letter, contracts and resolutions; | 15% |
| 4 | Reviews minutes of the meetings and letters; | 10% |
| 5 | Researches issuances related to procurement laws; | 10% |
| 6 | Evaluates performance of personnel of Procurement Planning and Purchasing Section; | 10% |
| 7 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 8 | Performs other functions as maybe assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL GENERAL SERVICES OFFICE
Division/Section : PROCUREMENT & WAREHOUSE DIVISION
Position : Administrative Assistant III
Item No : PGSO-0037
SG : 9

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Distributes Price Quotation Forms to various bonafide suppliers; | 30% |
| 2 | Serves Notice of Awards and Purchase Orders to the winning suppliers; | 20% |
| 3 | Posts Invitation to Bid to any conspicuous places; | 20% |
| 4 | Facilitates immediate shopping of supplies and spare parts; | 10% |
| 5 | Serves official communications to suppliers and other offices outside Tagum City and Davao del Norte | 10% |
| 6 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 7 | Performs other functions as maybe assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL GENERAL SERVICES OFFICE
Division/Section : PROCUREMENT & WAREHOUSE DIVISION
Position : Administrative Officer III
Item No : PGSO-0043
SG : 14

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Receives and document all goods based on the Purchase Order acquired through consolidation; | 30% |
| 2 | Examines items received, notes overages, shortages or any damages incurred in shipping; | 20% |
| 3 | Ensures that item received are properly stored in assigned location to avoid damages and organizes the stock; | 20% |
| 4 | Ensures the availability of all source documentation for personal property that has been received; | 20% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 6 | Performs other functions as maybe assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL GENERAL SERVICES OFFICE
Division/Section : BUILDING & GROUND MAINTENANCE DIVISION
Position : Administrative Aide V (Carpenter II)
Item No : PGSO-0068
SG : 5

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Does general carpentry works of office furnitures and buildings; | 50% |
| 2 | Checks furnitures and buildings for any repairs needed; | 20% |
| 3 | Submits periodic reports on matters affecting his tasks and responsibilities; | 20% |
| 4 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 5 | Performs other functions as maybe assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL HEALTH OFFICE
Division/Section : TREATMENT CARE AND REHABILITATION SERVICES
Position : Nurse I
Item No : PHO-0042
SG : 15

TASKS AND FUNCTIONS

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|---|--|-----|
| 1 | Patients Assessment; | 25% |
| 2 | Patient Care; | 20% |
| 3 | Implementation of Nursing Care Plan; | 20% |
| 4 | Evaluation of Nursing Interventions; | 20% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 10% |