

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

CIVIL SERVICE COMMISSION - DAVAO DEL NORTE
RECEIVED
Date: JUN 14 2023
Time: 10:21

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
PG Assistant Department Head

EDWIN A. PALERO, MPA, MHRM
PG Department Head
Provincial Human Resource Management Office
Date: June 14, 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 Officer III (Cashier II)	0412	14	33,843.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility		PTO - CASH RECEIPTS & DISBURSEMENT DIVISION, CASH DISBURSEMENT SECTION
2	Administrative Assistant II (Disbursing Officer II)	0415	8	19,744.00	Completion of two-years studies in College or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/First Level Eligibility		PTO - CASH RECEIPTS & DISBURSEMENT DIVISION, CASH DISBURSEMENT SECTION
3	Local Revenue Collection Officer IV	0425	22	71,511.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility		PTO - REVENUE DIVISION
4	Local Revenue Collection Officer III	0426	18	46,725.00	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service(Professional) Second Level Eligibility		PTO - REVENUE DIVISION
5	Local Revenue Collection Officer I	0432	11	27,000.00	Bachelor's Degree	None required	None required	Career Service (professional)/ Second Level Eligibility		PTO - REVENUE DIVISION
6	Administrative Assistant VI (Computer Operator III)	0939	12	29,165.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours relevant training	Career Service (Sub-professional) Data Encoder First Level Eligibility		PEEDO - CZ HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICES
7	Medical Officer III	0951	21	63,997.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)		PEEDO - CZ - MEDICAL SERVICES

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 **July 04, 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 TREASURER'S OFFICE**
Division/Section : **CASH RECEIPTS & DISBURSEMENT DIVISION**
Position : **Administrative Officer III (Cashier II)**
Item No : 0412
SG : 14

TASKS AND FUNCTIONS

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|---|--|-----|
| 1 | Records all checks issued in the Special Education Fund (SEF), Trust Fund and General Fund-Stimulus Cash book; | 30% |
| 2 | Appends, downloads payrolls, print alpha list of employees for ATM; | 20% |
| 3 | Prepares Report of Check Issued for SEF, Trust Fund and GF-Stimulus and Cross checks all supporting documents of SEF, Trust Fund and GF-Stimulus vouchers before submission to the Provincial Accountant's Office; | 15% |
| 4 | Reconciles cashbook balance with accounting records; | 15% |
| 5 | Prepares authority to debit and transmittal to Land Bank of the Philippines; | 10% |
| 6 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 7 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : **PROVINCIAL TREASURER'S OFFICE**
Division/Section : **CASH RECEIPTS & DISBURSEMENT DIVISION**
Position : **Administrative Assistant II (Disbursing Officer II)**
Item No : 0415
SG : 8

TASKS AND FUNCTIONS

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|---|--|-----|
| 1 | Assist in the preparation of checks on approved vouchers (all funds); | 40% |
| 2 | Remits monthly statutory and other obligations to GSIS, PHIC etc.; | 30% |
| 3 | Assists in posting all checks issued in the Check Register; | 20% |
| 4 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 5 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL TREASURER'S OFFICE
Division/Section : **REVENUE DIVISION**
Position : **Local Revenue Collection Officer IV**
Item No : 0425
SG : 22

TASKS AND FUNCTIONS

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|----|---|-----|
| 1 | Supervises the personnel of the Division; | 30% |
| 2 | Supervises and ensures proper enforcement of various rules and regulations of the provisions of the local revenue code; | 20% |
| 3 | Prepares annual revenue targets and income estimates for certification of the Provincial Treasurer; | 10% |
| 4 | Gathers and analyzes the collection trends of the provincial government; | 10% |
| 5 | Prepares pertinent correspondence to taxpayers and revenue reports; | 5% |
| 6 | Conducts public auction of delinquent properties and apply civil remedies pursuant to the provisions of RA 7160; | 5% |
| 7 | Approves trip tickets and gasoline withdrawals of Revenue Collectors; | 5% |
| 8 | Submits list of Real Property Tax delinquencies to Sangguniang Panlalawigan on the first quarter of the year; | 5% |
| 9 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 10 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL TREASURER'S OFFICE
Division/Section : **REVENUE DIVISION**
Position : **Local Revenue Collection Officer III**
Item No : 0426
SG : 18

TASKS AND FUNCTIONS

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|---|---|-----|
| 1 | Assists the LRCO IV in the proper enforcement of various rules and regulations of the provision of the Local Revenue code and Real Property Tax Code; | 20% |
| 2 | Assists in the supervision of collection of all taxes, fees and charges accruing to the provincial government; | 20% |
| 3 | Assists in the conduct of public auction of delinquent properties and apply civil remedies pursuant to the provision of RA 7160; | 20% |
| 4 | Compiles, recommends and reviews appropriate comments on local tax ordinances and treasury regulations; | 20% |
| 5 | Coordinates with other offices and concerned officials on the status of revenue operations; | 10% |
| 6 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 7 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL TREASURER'S OFFICE
Division/Section : **REVENUE DIVISION**
Position : **Local Revenue Collection Officer I**
Item No : 0432
SG : 11

TASKS AND FUNCTIONS

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|---|--|-----|
| 1 | Prepares and sends out tax bills, notices of delinquencies and demand letters to taxpayers; | 40% |
| 2 | Collects real property tax and other local impositions and ensures that all collections are acknowledged with official receipts; | 40% |
| 3 | Prepares monthly report of accountable forms; | 5% |
| 4 | Prepares liquidation reports and turns over collections to Liquidating Officer; | 5% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICE
Division/Section : **CZ - HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICES**
Position : **Administrative Assistant VI (Computer Operator III)**
Item No : 0939
SG : 12

TASKS AND FUNCTIONS

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|---|--|-----|
| 1 | Provides computer hardware and software application support such as graphic designing, presentations, encoding and computer maintenance for all divisions in the department; | 35% |
| 2 | Takes charge of the computerized data banking of all economic enterprise programs; | 30% |
| 3 | Takes charge of gathering, batching, editing, and coding of source documents; | 25% |
| 4 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 5 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICE
Division/Section : **CZ - MEDICAL SERVICES**
Position : **Medical Officer III**
Item No : 0951
SG : 21

TASKS AND FUNCTIONS

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|----|--|-----|
| 1 | Attends to emergency calls on field; | 15% |
| 2 | Performs medical examinations and requests for diagnostic work-ups or laboratory examinations as needed to diagnose health ailments; | 10% |
| 3 | Assists and/or performs surgical operations within own limitations as determined by the Chief of Hospital or Head of Department; | 10% |
| 4 | Conducts daily rounds to observe the progress and condition of patients; | 10% |
| 5 | Prescribes medicine and treatment procedures and techniques within his/ her field of specialization; | 10% |
| 6 | Seeks information for treating difficult and complicated medical cases through consultation with supervising officers; | 10% |
| 7 | Disseminates information during medical conferences; | 5% |
| 8 | Accomplishes relevant medical documentation such as clinical records upon admission and discharge of patients, as well as medical, legal, birth or death certificates; | 5% |
| 9 | Educates medical and paramedical students, and trains and mentors medical students, externs and intern physicians on a particular field of medicine; | 5% |
| 10 | Attends to medico legal cases and responds to court calls; | 5% |
| 11 | Conducts and participates in hospital research projects; | 5% |
| 12 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 13 | Performs other related tasks assigned by the supervisor. | 5% |