

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

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:


MILA C. LAURENO, MHRM
PG Assistant Department Head

EDWIN A. PALERO, MPA, MHRM
PG Department Head ✓
Provincial Human Resource Management Office
Date: November 19, 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	Computer Programmer II	0124	15	38,413.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility		PADO - Information Technology Division, Geographical Information System Management And Maintenance Section
2	Computer Maintenance Technologist II	0129	15	38,413.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/Second Level Eligibility		PADO - Information Technology Division, Information Technology Infrastructure Development And Maintenance Section
3	Administrative Officer II	0433	11	28,512.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		PASSO - Administrative Support Services
4	Administrative Aide III (Driver I)	0436	3	15,265.00	Elementary School Graduate	None Required	None Required	Professional Driver's License		PASSO - Administrative Support Services
5	Local Assessment Operations Officer I	0441	11	28,512.00	Bachelor's degree	None Required	None Required	Career Service (Professional)/Second Level Eligibility		PASSO - Tax Assessment System Maintenance Section
6	Assessment Clerk III	0455	9	22,219.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility		PASSO - Real Property Valuation & Appraisal Division, Urban And Agricultural Lands Valuation Section
7	Nurse I	0548	15	38,413.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)		PSWDO - RESIDENTIAL CARE FACILITIES DIVISION, WOMEN DEVELOPMENT CENTER
8	Administrative Officer I	0624	10	24,381.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility		PVO - ADMINISTRATIVE SUPPORT SERVICES

9	Administrative Aide IV (Clerk II)	0625	4	16,209.00	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility		PVO - ADMINISTRATIVE SUPPORT SERVICES
10	Environmental Management Specialist I	0662	11	28,512.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility		PENRO - Forest Management Division, Forest Conservation And Development Section, Forest Rehabilitation And Reforestation Unit

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 04, 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 ADMINISTRATOR'S OFFICE
Division/Section : **INFORMATION TECHNOLOGY DIVISION**
Position : **Computer Programmer II**
Item No : 0124
SG : 15

TASKS AND FUNCTIONS

- 1 Performs Information System development in line with the target plan of the Division; 30%
- 2 Works closely with the immediate supervisor and other programmers for the design and logical behavior of the system; 30%
- 3 Assists the immediate supervisor in planning, implementation and evaluation of the work program of the Section; 30%
- 4 Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and 5%
- 5 Performs other related tasks assigned by the supervisor. 5%

OFFICE : PROVINCIAL ADMINISTRATOR'S OFFICE
Division/Section : **INFORMATION TECHNOLOGY DIVISION**
Position : **Computer Maintenance Technologist II**
Item No : 0129
SG : 15

TASKS AND FUNCTIONS

- 1 Assists on the installation, configuration and administration of Information Technology infrastructure; 30%
- 2 Conducts preventive maintenance on networks, computers and other related IT equipment and accessories; 30%
- 3 Evaluates and repairs defective computers, network connections and other related peripherals; 30%
- 4 Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and 5%
- 5 Performs other related tasks assigned by the supervisor. 5%

OFFICE : PROVINCIAL ASSESSOR'S OFFICE
Division/Section : **ADMINISTRATIVE SUPPORT SERVICES**
Position : **Administrative Officer II**
Item No : 0433
SG : 11

TASKS AND FUNCTIONS

- 1 Maintains appointment schedules of supervisor, taking phone calls, directing walk-ins and handling inquiries; 35%
- 2 Prepares correspondence and reports when required, maintains files, encodes from rough/ straight drafts stenographic notes or records materials; 30%
- 3 Encodes confidential correspondence and assessment records; 25%
- 4 Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and 5%
- 5 Performs other related duties assigned by the supervisor. 5%

OFFICE : PROVINCIAL ASSESSOR'S OFFICE
Division/Section : **ADMINISTRATIVE SUPPORT SERVICES**
Position : **Administrative Aide III (Driver I)**
Item No : 0436
SG : 3

TASKS AND FUNCTIONS

- | | | |
|----|--|-----|
| 1 | Drives official vehicle carrying passengers during the conduct of ocular inspections, public hearing, field operations and on official business of the province under the direct request of a known responsible provincial official; | 20% |
| 2 | Makes sure that vehicle is fully greased, lubricated, watered and in sound mechanical conditions before usage; | 10% |
| 3 | Checks brakes and tires to ensure that these are in good conditions; | 10% |
| 4 | Complies with provincial and national rules and regulations on gas tickets, driving authorization, trip tickets, and other orders aimed at conserving fuel; | 10% |
| 5 | Keeps exterior and interior parts of motor vehicle clean and presentable; | 10% |
| 6 | Fills up appropriate mileage, time and passengers log; | 10% |
| 7 | Reports any defects or suspected malfunctions in the vehicle to the motor pool supervisor; | 10% |
| 8 | Prepares trip tickets every travel and periodic reports of fuel consumption/utilization; | 5% |
| 9 | Maintains equipment logbooks; | 5% |
| 10 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 11 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ASSESSOR'S OFFICE
Division/Section : **TAX ASSESSMENT SYSTEM MAINTENANCE SECTION**
Position : **Local Assessment Operations Officer I**
Item No : 0441
SG : 11

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Operates and maintains Real Property Tax Assessment System ; | 35% |
| 2 | Takes charge of gathering, batching, editing and encoding of source documents; | 30% |
| 3 | Takes charge of statistical report; verifying proof list and correcting error list; | 25% |
| 4 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 5 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ASSESSOR'S OFFICE
 Division/Section : **REAL PROPERTY VALUATION & APPRAISAL DIVISION**
 Position : **Assessment Clerk III**
 Item No : 0455
 SG : 9

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Assists in the preparation of new property assessment under the supervision of Local Assessment Operations Officers II and III; | 35% |
| 2 | Verifies previous records of assessment of properties subject for re-assessment to ensure its validity; | 25% |
| 3 | Conducts ocular inspection of real properties in the field subject for new assessment and re-assessment of assigned municipalities; | 20% |
| 4 | Assists in the gathering of data of agricultural products in preparation of the Schedule of Market Value during the General Revision (every 3 years); | 10% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE
 Division/Section : **RESIDENTIAL CARE FACILITIES DIVISION**
 Position : **Nurse I**
 Item No : 0548
 SG : 15

TASKS AND FUNCTIONS

- | | | |
|----|---|-----|
| 1 | Comes up with monthly activity plan with objectives that are geared towards changes in social and behavioral perspectives of the residents and monitors and submits a report on its implementation to the center head; | 10% |
| 2 | Facilitates admission, conduct general intake interview and health assessment of the clients in the absence of the social worker and assign identifying the distinguishing marks to a resident and handle the picture taking and health assessment; | 10% |
| 3 | Monitors health and nutrition of the residents and facilitate any emergency situations, during medical and dental check-up or hospitalization of the residents; | 10% |
| 4 | Performs and supervise house parenting and provide lectures and rehabilitation activities in the center; | 10% |
| 5 | Monitors day to day implementation of homelike services and ensure that group living activities are observed and implemented and the structured processes and systems are in place; | 10% |
| 6 | Conducts progress health report and provide lectures and rehabilitative activities in the center; | 10% |
| 7 | Monitors the monthly measure of weight/height and picture taking of the residents; | 10% |
| 8 | Facilitates the conduct of monthly evaluation conference with their respective nursing attendant and residents to discuss performance color, strengths and their weaknesses and/or give recommendations to the rehabilitation team during the conference; | 10% |
| 9 | Be accountable in the control, documentation, distribution and safety of all supplies, medicines and toiletries for the residents; | 5% |
| 10 | Attends to meetings/conferences called by the supervisor; | 5% |
| 11 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 12 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL VETERINARIAN'S OFFICE
Division/Section : **ADMINISTRATIVE SUPPORT SERVICES**
Position : **Administrative Officer I**
Item No : 0624
SG : 10

TASKS AND FUNCTIONS

- 1 Monitors the implementation of administrative guidelines and policies of the provincial government and makes report to the section head; 20%
- 2 Takes charge in supply/property procurement and control activities including drafting of the department's MOOE's PPMP and ABC; 20%
- 3 Enforces the implementation of memoranda issued by the provincial government and make a corresponding report related thereof; 20%
- 4 Maintains effective and systematic filing of records on properties and communication; 20%
- 5 Conducts semestral inventory of equipments and supply and make a report related thereof including disposal and return of such items; 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 VETERINARIAN'S OFFICE
Division/Section : **ADMINISTRATIVE SUPPORT SERVICES**
Position : **Administrative Aide IV (Clerk II)**
Item No : 0625
SG : 4

TASKS AND FUNCTIONS

- 1 Sorts, indexes, files and binds communication; 20%
- 2 Encodes communication, forms and reports; 20%
- 3 Sorts communication and documents received; 20%
- 4 Compiles statistics of basic data related to the work of particular office; 15%
- 5 Process and keeps reports of incoming and outgoing communications; 15%
- 6 Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and 5%
- 7 Performs other tasks assigned by the supervisor. 5%

OFFICE : PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Division/Section : **FOREST MANAGEMENT DIVISION**
Position : **Environmental Management Specialist I**
Item No : 0662
SG : 11

TASKS AND FUNCTIONS

- 1 Conducts information and education campaign regarding forest protection and conservation; 25%
- 2 Monitors and verifies all timber or other forest products gathered, carried, collected without necessary license, passed and found within Davao del Norte; 15%
- 3 Conduct community organizing, orientation/seminar and community dialogue. 20%
- 4 Assists in the formulation of plans in reforestation/plantation establishment, watershed management, agro-forestry and nursery development and seedling production; 15%
- 5 Provides technical assistance in the establishment and implementation of Community Based Forestry Program; 15%
- 6 Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and 5%

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PG Assistant Department Head

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Date: November 19, 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	Community Development Assistant I	0664	7	19,365.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility		PENRO - Forest Management Division, Forest Conservation And Development Section, Forest Rehabilitation And Reforestation Unit
2	Community Development Assistant I	0665	7	19,365.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility		PENRO - Forest Management Division, Forest Conservation And Development Section, Forest Rehabilitation And Reforestation Unit
3	Administrative Assistant II (Data Entry Machine Operator II)	0671	8	20,534.00	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 (Sub-professional); Data Encoder/First Level Eligibility		PENRO - Land Management Division, Land Survey And Mapping Section, Survey And Mapping Unit
4	Environmental Management Specialist I	0676	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility		PENRO - Mines And Geo-Sciences Division, Resource Management Section, Resource Assessment Unit
5	Community Development Assistant I	0678	7	19,365.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility		PENRO - Mines And Geo-Sciences Division, Resource Management Section, Resource Assessment Unit
6	Community Development Assistant I	0680	7	19,365.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility		PENRO - Mines And Geo-Sciences Division, Resource Management Section, Resource Monitoring And Enforcement Unit

7	Provincial Government Assistant Department Head	0775	24	94,132.00	Bachelor's degree in Civil Engineering	4 years in position/s involving management and supervision.	24 hours of training in management and supervision.	RA 1080 (Civil Engineer)		PEO - ENGINEERING AND INFRASTRUCTURES
8	Construction and Maintenance Foreman	0789	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 A)
9	Administrative Aide III (Laborer II)	0791	3	15,265.00	Must be able to read and write	None required	None required	None required		PEO - 1st Engineering District, Construction/Maintenance Of Roads And Bridges (Section A)
10	Administrative Aide III (Laborer II)	0805	3	15,265.00	Must be able to read and write	None Required	None Required	None Required		PEO - 1st Engineering District, Construction/Maintenance Of Public Infrastructure Section 1

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OFFICE : PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Division/Section : **FOREST MANAGEMENT DIVISION**
Position : **Community Development Assistant I**
Item No : 0664
SG : 7

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Conducts community organizing, orientation/seminar and community dialogue; | 25% |
| 2 | Assists in monitoring, evaluation of areas developed and assists the members of the Provincial Inspectorate in evaluation, assessment of seedlings production and areas planted; | 25% |
| 3 | Provides technical assistance in the establishment of nursery, seedling production/distribution, rehabilitation of protection forest, tree farm, silvicultural practices and agro-forestry. | 20% |
| 4 | Provides technical assistance in strengthening farmer's organization and formulation of farmer organization; | 20% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Division/Section : **FOREST MANAGEMENT DIVISION**
Position : **Community Development Assistant I**
Item No : 0665
SG : 7

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Conducts community organizing, orientation/seminar and community dialogue; | 25% |
| 2 | Assists in monitoring, evaluation of areas developed and assists the members of the Provincial Inspectorate in evaluation, assessment of seedlings production and areas planted; | 25% |
| 3 | Provides technical assistance in the establishment of nursery, seedling production/distribution, rehabilitation of protection forest, tree farm, silvicultural practices and agro-forestry. | 20% |
| 4 | Provides technical assistance in strengthening farmer's organization and formulation of farmer organization; | 20% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Division/Section : **LAND MANAGEMENT DIVISION**
Position : **Administrative Assistant II (Data Entry Machine Operator II)**
Item No : 0671
SG : 8

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Processes geospatial/land survey data; | 25% |
| 2 | Maintains database for land/geospatial surveys including quarry and forestland areas; | 25% |
| 3 | Assists in checking and maintaining computer units used in the database of land/geospatial mapping; | 25% |
| 4 | Encodes the communications, forms and reports; | 15% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Division/Section : **MINES AND GEO-SCIENCES DIVISION**
Position : **Environmental Management Specialist I**
Item No : 0676
SG : 11

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Conducts ocular inspection and monitoring of sand, gravel and other quarry resources permit limited to devolved functions; | 25% |
| 2 | Verifies applied areas for sand, gravel and other quarry resources permit application; | 20% |
| 3 | Coordinates with other line agencies in the delineation and declaration of lands for sand, gravel and other quarry resources; | 20% |
| 4 | Assists in the processing of sand and gravel permit application in accordance with the prescribed guidelines; | 15% |
| 5 | Assists the Provincial Mining Regulatory Board (PMRB) in the conduct of meetings and conferences; | 10% |
| 6 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 7 | Performs other tasks assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Division/Section : **MINES AND GEO-SCIENCES DIVISION**
Position : **Community Development Assistant I**
Item No : 0678
SG : 7

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Assists in the processing of permits; | 25% |
| 2 | Coordinates and assists the Barangay, Municipal and City Monitoring Stations; | 20% |
| 3 | Prepares requests for area clearance and notice of posting of applicants and permittees; | 20% |
| 4 | Evaluates sand, gravel and Earthfill permits requirements submitted by applicants; | 15% |
| 5 | Assists the Provincial Mining Regulatory Board; | 10% |
| 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 ENVIRONMENT AND NATURAL RESOURCES OFFICE
Division/Section : **MINES AND GEO-SCIENCES DIVISION**
Position : **Community Development Assistant I**
Item No : 0680
SG : 7

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Assists in the monitoring of sand, gravel and Earthfill Quarry areas/permits; | 25% |
| 2 | Coordinates, assists the Barangay, Municipal and City Monitoring Stations; | 20% |
| 3 | Consolidates monthly sand, gravel, and Earthfill extraction reports submitted by the permittees; | 15% |
| 4 | Assists in the processing of permits; | 15% |
| 5 | Prepares quarterly extraction reports and directory of mines and quarries; | 15% |
| 6 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and | 5% |
| 7 | Performs other related functions assigned by the supervisor. | 5% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE

Division/Section

Position : **Provincial Government Assistant Department Head**

Item No : 0775

SG : 24

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Supervises, coordinates and control the function of the Planning/ Designing and Programming Monitoring Division, Quality Assurance and Control Division, First/Second Engineering District and Equipment Pool Management; | 20% |
| 2 | Prepares memoranda, orders and directives for the department; | 15% |
| 3 | Assist in the supervision of the engineering and public works projects of the provincial government; | 10% |
| 4 | Checks and reviews all papers for signature of the Provincial Engineer; | 10% |
| 5 | Acts on matters delegated by the Provincial Engineer; | 12% |
| 6 | Prepares quarterly accomplishment report of the office; | 10% |
| 7 | Assist in the conduct of performance evaluation every semester; | 10% |
| 8 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 9 | Performs other related tasks assigned by the Provincial Engineer. | 8% |

OFFICE : PROVINCIAL ENGINEER'S OFFICEDivision/Section : **1ST ENGINEERING DISTRICT**Position : **Construction and Maintenance Foreman**

Item No : 0789

SG : 8

TASKS AND FUNCTIONS

- | | | |
|----|---|-----|
| 1 | Supervises infrastructure projects and ensures conformity to plan and specifications; | 15% |
| 2 | Assists in the geo-tagging of roads before, during and after maintenance activities; | 10% |
| 3 | Coordinates with section head in the utilization and schedule of equipment; | 10% |
| 4 | Supervise maintenance activities in accordance to the approved schedule or as directed by supervisors; | 10% |
| 5 | Reports actual site conditions and recommends action to the section head; | 5% |
| 6 | Makes daily work assignment of the maintenance helpers and laborers; | 10% |
| 7 | Keeps daily work and attendance records; | 10% |
| 8 | Lays out work to be accomplished; | 5% |
| 9 | Checks actual stages of maintenance procedures as patch preparation tamping and base laying before work is performed; | 10% |
| 10 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 12 | Performs other related tasks assigned by the supervisor. | 10% |

OFFICE : **PROVINCIAL ENGINEER'S OFFICE**
Division/Section : **1ST ENGINEERING DISTRICT**
Position : **Administrative Aide III (Laborer II)**
Item No : 0791
SG : 3

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Does excavation work that requires digging, hauling and dumping with either hand tools or mechanical devices; | 20% |
| 2 | Spreads and levels dirt, fill stones for construction work or maintenance of roads, bridges and irrigation channels; | 20% |
| 3 | Helps set forms and does framing work in connection with the pouring of concrete; | 20% |
| 4 | Helps inset steel rods and wire tying under directions; | 20% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 15% |

OFFICE : **PROVINCIAL ENGINEER'S OFFICE**
Division/Section : **1ST ENGINEERING DISTRICT**
Position : **Administrative Aide III (Laborer II)**
Item No : 0805
SG : 3

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Does excavation work that requires digging, hauling and dumping with either hand tools or mechanical devices; | 15% |
| 2 | Spreads and levels dirt, fill stones for construction work or maintenance of roads, bridges and irrigation channels; | 15% |
| 3 | Helps set forms and does framing work in connection with the pouring of concrete; | 10% |
| 4 | Helps inset steel rods and wire tying under directions; | 10% |
| 5 | Assists skilled workers in construction works; | 15% |
| 6 | Assists in applying water for curing and washing as well as acid mixtures for final surfaces; | 10% |
| 7 | Cleans out stream flow areas, irrigation channel, culverts, storm and sewer drains; | 10% |
| 8 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 9 | Performs other related tasks assigned by the supervisor. | 10% |

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Provincial Human Resource Management Office
Date: November 19, 2024

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (if applicable)	
1	Administrative Aide IV (Clerk II)	0807	4	16,209.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-professional)/First Level Eligibility		PEO - 2nd Engineering District
2	Administrative Aide V (Plumber II)	0812	5	17,205.00	Elementary School Graduate	None Required	None Required	Plumber		PEO - 2nd Engineering District, Electrical Engineering And Water System 2
3	Administrative Aide III (Laborer II)	0820	3	15,265.00	Must be able to read and write	None required	None required	None required		PEO - 2nd Engineering District, Construction/ Maintenance Of Roads & Bridges
4	Engineer III	0833	19	53,873.00	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080 (Civil Engineer)		PEO - Quality Assurance And Control Division, Materials Testing And Project Control Operation Section
5	Administrative Aide IV (Driver II)	0987	4	16,209.00	Elementary School Graduate	None Required	None Required	Professional Driver's License		PEEDO - IZ HOSPITAL OPERATIONS AND PATIENT SUPPORT 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 **December 04, 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 ENGINEER'S OFFICE
Division/Section : **2ND ENGINEERING DISTRICT**
Position : **Administrative Aide IV (Clerk II)**
Item No : 0807
SG : 4

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Sorts, indexes, files and binds communication, records and other documents; | 20% |
| 2 | Encodes communication, forms and reports; | 15% |
| 3 | Routes communication and documents received; | 15% |
| 4 | Compiles statistics of basic data related to the work of particular office; | 15% |
| 5 | Processes forms involving requisitions for supplies and materials; | 10% |
| 6 | Receives and keeps records of incoming and outgoing communications; | 10% |
| 7 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 8 | Performs other related tasks assigned by the supervisor. | 10% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : **2ND ENGINEERING DISTRICT**
Position : **Administrative Aide V (Plumber II)**
Item No : 0812
SG : 5

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Assists in the drilling activities of the District; | 30% |
| 2 | Assists in the conduct of field surveys of infrastructure projects; | 25% |
| 3 | Inspects water works supply system, submits report of any damage for immediate action and recommendation; | 20% |
| 4 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 5 | Performs other related tasks assigned by the supervisor. | 20% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : **2ND ENGINEERING DISTRICT**
Position : **Administrative Aide III (Laborer II)**
Item No : 0820
SG : 3

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Does excavation work that requires digging, hauling and dumping with either hand tools or mechanical devices; | 20% |
| 2 | Spreads and levels dirt, fill stones for construction work or maintenance of roads, bridges and irrigation channels; | 20% |
| 3 | Helps set forms and does framing work in connection with the pouring of concrete; | 20% |
| 4 | Helps inset steel rods and wire tying under directions; | 20% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 6 | Performs other related tasks assigned by the supervisor | 15% |

OFFICE : PROVINCIAL ENGINEER'S OFFICE
Division/Section : **QUALITY ASSURANCE AND CONTROL DIVISION**
Position : **Engineer III**
Item No : 0833
SG : 19

TASKS AND FUNCTIONS

- | | | |
|---|--|-----|
| 1 | Supervises the operation of the section with regards to quality assurance and control; | 25% |
| 2 | Administers, controls and supervises various activities for material testing and quality control; | 20% |
| 3 | Coordinates with the different divisions and stakeholders in various undertakings for better constructions of infrastructures; | 20% |
| 4 | Ensures conformity of construction with quality control plan and specifications; | 15% |
| 5 | Submits Individual Performance Commitment and Review (IPCR) and IPCR target, and | 5% |
| 6 | Performs other related tasks assigned by the supervisor. | 15% |

OFFICE : PROVINCIAL ECONOMIC ENTERPRISE DEVELOPMENT OFFICE
Division/Section : **IZ - HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICES**
Position : **Administrative Aide IV (Driver II)**
Item No : 0987
SG : 4

TASKS AND FUNCTIONS

- | | | |
|---|---|-----|
| 1 | Drives official vehicle carrying passengers on official business under the directive of the supervisor; | 20% |
| 2 | Makes sure that vehicle is fully greased, lubricated, watered and in sound mechanical condition before usage; | 20% |
| 3 | Checks brakes and tires to ensure that these are in good conditions; | 10% |
| 4 | Complies with provincial and national rules and regulations on gas tickets, driving authorization, trip tickets, and other orders aimed at conserving fuel; | 10% |
| 5 | Keeps exterior and interior parts of motor vehicle clean and presentable; | 10% |
| 6 | Fills up appropriate mileage, time passenger's log; | 10% |
| 7 | Reports any defects or suspected malfunctions in the vehicle to the motor pool supervisor; | 10% |
| 8 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and | 5% |
| 9 | Performs other related tasks assigned by the supervisor. | 5% |