

No.	POSITION TITLE	PLANTILLA ITEM NO.	SG	Annual Salary	QUALIFICATION STANDARDS					PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY <i>(Please refer to the LEGEND)</i>	
1	Accountant II	14, 15	16	360,528	Bachelor's Degree in Commerce / Business Admin. major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (Accountant)	MPFMU, FPBA, TP, SP, UITMPC	City Accountant's Office
2	Administrative Assistant III (Senior Bookkeeper)	17, 21, 66	9	203,832	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	MPFMU, FPBA, TP, SP, UITMPC	City Accountant's Office
3	Administrative Assistant VI (Computer Operator III)	7	12	256,644	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Data Encoder (MC 6, s. 2010) CS SubProfessional	TK, AD, UCS, PIT, RMSIA	City Accountant's Office
4	Accounting Clerk III Administrative Assistant II	57	8	189,816	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	MPFMU, FPBA, TP, SP, UITMPC	City Accountant's Office
5	Computer Programmer II	73	15	330,780	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	TK, AD, UCS, PIT, RMSIA	City Accountant's Office
6	Information Technology Officer I	71	19	469,812	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	TK, AD, UCS, PIT, RMSIA	City Accountant's Office
7	Administrative Aide IV (Clerk II)	86, 89, 90	4	145,860	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	AD, C, CS, RM, IS	City Administrator's Office (Economic Enterprises Management)
8	Administrative Aide IV (Driver II)	93	4	145,860	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat IV)	TK, AD,F, C, IS	City Administrator's Office (Economic Enterprises Management)
9	Administrative Aide VI (Clerk III)	26, 105, 203	6	166,212	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	AD, C, CS, RM, IS	City Administrator's Office
10	Administrative Aide VI (Labor Foreman)	51	6	166,212	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat III)	TK, AD,F, C, IS	City Administrator's Office (Operation of Slaughterhouse)
11	Administrative Assistant II (Carpenter Foreman)	70	8	189,816	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Carpenter (MC 10, s. 2013 - Cat II)	TK, AD, F, C, IS	City Administrator's Office (Economic Enterprises Management)
12	Administrative Assistant II (Data Controller II)	123	8	189,816	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Data Encoder (MC 11, s. 96 - Cat. I) CS SubProfessional	TK, AD, UCS, PIT, RMSIA	City Administrator's Office (City Information Technology Center)
13	Administrative Assistant II (Plumber Foreman)	48	8	189,816	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	None Required/Plumber (MC 10, s. 2013 - Cat II)	TK, AD,F, C, IS	City Administrator's Office (Operation of Slaughterhouse)
14	Administrative Officer II (Management & Audit Analyst I)	40	11	235,440	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Administrator's Office
15	Administrative Officer IV (Administrative Officer II)	16	15	330,780	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	AD, C, CS, RM, IS	City Administrator's Office
16	Cemetery Caretaker	215	2	128,004	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat III)	TK, AD,F, C, IS	City Administrator's Office (Operation of Cemeteries)

17	Development Management Officer II	48	15	330,780	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Administrator's Office (Economic Enterprises)
18	Market Inspector I	174	6	166,212	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	TK, EPPI, AEPPI, CO, GRD	City Administrator's Office (Operation of Markets)
19	Market Inspector II	122	8	189,816	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	TK, EPPI, AEPPI, CO, GRD	City Administrator's Office (Operation of Markets)
20	Security Guard II	59, 85, 92	5	155,700	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat IV)	PII, IRS, AD, WC, PS	City Administrator's Office (Operation of Slaughterhouse)
21	Supervising Transportation Regulation Officer	1	22	633,396	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)		City Administrator's Office Davao City Overland Transport Terminal)
22	Agricultural Technologist	86, 101, 112, 120, 124, 145, 150, 176	10	218,604	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	TK, EPPI, AEPPI, CO, GRD	City Agriculturist's Office
23	Aquacultural Technologist	76, 77	10	218,604	Bachelor's Degree relevant to the job	None required	None required	Career Service (Subprofessional)	TK, EPPI, AEPPI, CO, GRD	City Agriculturist's Office
24	Special Agent I	42	8	189,816	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	PII, IRS, AD, WC, PS	City Agriculturist's Office
25	Administrative Assistant VI (Computer Operator III)	14	12	256,644	Completion of two years studies in college or High School Graduate with relevant vocational/trade courses	8 hours of relevant training	2 years of relevant experience	Data Encoder (MC 6, s. 2010) CS SubProfessional	TK, AD, UCS, PIT, RMSIA	City Assessor's Office
26	Local Assessment Operations Officer II	31, 33	15	330,780	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Assessor's Office
27	Local Assessment Operations Officer III	30, 46	18	428,316	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	BCIWR, MPCR, TSC, POD, SM, PII, RAM, IS	City Assessor's Office
28	Local Assessment Operations Officer IV	67	22	633,396	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Assessor's Office
29	Statistician Aide	42	4	145,860	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	PONOGO, OS, BDPFS, SP, RA	City Assessor's Office
30	Tax Mapper I	25	11	235,440	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Assessor's Office
31	Administrative Assistant II (Budgeting Assistant)	20	8	189,816	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	MPFMU, FPBA, TP, SP, UITMPC	City Budget Office
32	Administrative Officer IV (Budget Officer II)	17	15	330,780	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Budget Office
33	Computer Programmer III	4	18	428,316	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	TK, AD, UCS, PIT, RMSIA	City Budget Office
34	Administrative Aide IV (Clerk II)	25, 42	4	145,860	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	AD, C, CS, RM, IS	City Civil Registrar's Office

35	Administrative Assistant VI (Computer Operator III)	7	12	256,644	Completion of two years studies in college or High School Graduate with relevant vocational/trade courses	8 hours of relevant training	2 years of relevant experience	Data Encoder (MC 6, s. 2010) CS SubProfessional	TK, AD, UCS, PIT, RMSIA	City Civil Registrar's Office
36	Assistant Registration Officer	18, 28	8	189,816	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	PS, CO, PME, AO, AD	City Civil Registrar's Office
37	Registration Officer II	35	14	303,480	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	PS, CO, PME, AO, AD	City Civil Registrar's Office
38	Administrative Aide VI (Motorpool Dispatcher)	79	6	166,212	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	TK, AD, F, C, IS	City Engineer's Office
39	Administrative Officer III (Records Officer II)	7	14	303,480	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	AD, C, CS, RM, IS	City Engineer's Office
40	Building Inspector	154, 155	11	235,440	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Engineer's Office
41	Engineer II	114, 147	15	330,780	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Engineer)	PONOGO, OS, BDPFS, SP, RA	City Engineer's Office
42	Engineer III	31, 38, 58	19	469,812	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (Engineer)	PONOGO, OS, BDPFS, SP, RA	City Engineer's Office
43	Administrative Aide IV (Driver II)	73	4	145,860	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - CAT IV)	TK, AD, F, C, IS	City Environment and Natural Resources Office
44	Administrative Aide VI (Clerk III)	8	6	166,212	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	AD, C, CS, RM, IS	City Environment and Natural Resources Office
45	Administrative Aide VI (Labor Foreman)	33	6	166,212	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat III)	TK, AD, F, C, IS	City Environment and Natural Resources Office
46	Administrative Assistant II (Labor General Foreman)	22	8	189,816	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 10, s. 2013 - Cat III)	TK, AD, F, C, IS	City Environment and Natural Resources Office
47	Development Management Officer II	99	15	330,780	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Environment and Natural Resources Office
48	Engineer I	18, 89	12	256,644	Bachelor's Degree in Engineering relevant to the job	None required	None required	RA 1080 (Engineer)	PONOGO, OS, BDPFS, SP, RA	City Environment and Natural Resources Office
49	Administrative Aide III (Utility Worker II)	125, 137	3	136,644	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat III)	TK, AD, F, C, IS	City General Services Office
50	Administrative Assistant III (Buyer III)	35, 36	9	203,832	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	MPFMU, FPBA, TP, SP, UITMPC	City General Services Office
51	Administrative Officer I (Supply Officer I)	45	11	235,440	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City General Services Office
52	Administrative Officer III (Supply Officer II)	29	14	303,480	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City General Services Office
53	Computer Programmer III	5	18	428,316	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	TK, AD, UCS, PIT, RMSIA	City General Services Office
54	Assistant City Health Officer (Administration) CGADH II	2	24	772,992	Doctor of Medicine	24 hours of training in management and supervision	4 years in position/s involving management and	R.A. 1080 (Physician)	TK, AD, SM, AD, KRPLDO	City Health Office
55	Midwife II	162, 206	11	235,440	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)	TK, AD, SM, AD, KRPLDO	City Health Office
56	Midwife III	226, 228, 300	13	279,084	Completion of the Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080 (Midwife)	TK, AD, SM, AD, KRPLDO	City Health Office

57	Midwife IV	377	15	330,780	Completion of the Midwifery Course	16 hours of relevant training	3 years of relevant experience	RA 1080 (Midwife)	TK, AD, SM, AD, KRPLDO	City Health Office
58	Nurse IV	172	19	469,812	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080 (Nurse)	TK, AD, SM, AD, KRPLDO	City Health Office
59	Nutrition Officer II	357	14	303,480	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	TK, AD, SM, AD, KRPLDO	City Health Office
60	Population Program Officer II	137	15	330,780	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	PS, CO, PME, AO, AD	City Health Office
61	Population Program Worker II	233	7	177,420	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	PS, CO, PME, AO, AD	City Health Office
62	Rural Health Physician	170	24	772,992	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080 (Physician)	TK, AD, SM, AD, KRPLDO	City Health Office
63	Statistician Aide	24	4	145,860	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	PONOGO, OS, BDPFS, SP, RA	City Health Office
64	Supervising Administrative Officer (Administrative Officer IV)	4	22	633,396	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)	AD, C, CS, RM, IS	City Health Office
65	Attorney III	30, 35, 47	21	573,348	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)	PII, IRS, AD, WC, PS	City Legal Office
66	Attorney IV	27	23	699,720	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)	PII, IRS, AD, WC, PS	City Legal Office
67	Administrative Aide III (Utility Worker II)	33	3	136,644	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat III)	TK, AD, F, C, IS	City Mayor's Office (Communication Unit)
68	Administrative Aide IV (Clerk II)	180	4	145,860	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	AD, C, CS, RM, IS	City Mayor's Office (Davao City Library & Information Center)
69	Administrative Aide VI (Clerk III)	73, 142, 151	6	166,212	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	AD, C, CS, RM, IS	City Mayor's Office (Correspondence & Records Division)
70	Administrative Assistant V (Artist-Illustrator III)	208	11	235,440	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Draftsman or Illustrator (MC 10, s. 2013 - Cat II CS SubProfessional)	TK, AD, F, C, IS	City Mayor's Office (Museo Dabawenyo)
71	Administrative Officer III (Records Officer II)	78	14	303,480	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	AD, C, CS, RM, IS	City Mayor's Office (Correspondence & Records Division)
72	Administrative Officer IV (Administrative Officer II)	167	15	330,780	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	AD, C, CS, RM, IS	City Mayor's Office (Davao City Library & Information Center)
73	Administrative Officer IV (Information Officer II)	93	15	330,780	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	OC, CC, AD, WC, CS	City Mayor's Office (City Information Office)
74	Community Affairs Officer II	153	15	330,780	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	PS, CO, PME, AO, AD	City Mayor's Office (Barangay & Cultural Communities Affairs Division)
75	Licensing Officer III	35	18	428,316	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Mayor's Office (Business Bureau)

76	Local Disaster Risk Reduction Management Officer I	240	11	235,440	Bachelor's Degree	None required	None required	Career Service (Professional)	PS, CO, PME, AO, AD	City Mayor's Office (Local Disaster Risk Reduction Management Office)
77	Museum Curator I	205	22	633,396	Bachelor's Degree relevant to the job	16 hrs of relevant training	3 yrs of relevant experience	None required (MC 11, s. 96 - Cat III)	TK, AD, F, C, IS	City Mayor's Office (Museo Dabawenyao)
78	Recreation and Welfare Service Assistant	128	7	177,420	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	PS, CO, PME, AO, AD	City Mayor's Office (Sports Development Division)
79	City Planning and Development Coordinator (City Government Department Head II)	1	26	947,520	Bachelor's Degree preferably in Urban Planning, Dev't. Studies, Economics, Public Administration or any related course	none required	5 years exp in development planning or in any related field	RA 1080 (Environmental Planner)	PONOGO, OS, BDPFS, SP, RA	City Planning and Development Office
80	Planning Officer III	23	18	428,316	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Planning and Development Office
81	Zoning Officer II	49	15	330,780	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Planning and Development Office
82	Zoning Officer III	47	18	428,316	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Planning and Development Office
83	Administrative Aide IV (Clerk II)	10	4	145,860	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	AD, C, CS, RM, IS	City Social Services and Development Office
84	Administrative Assistant VI (Computer Operator III)	7	12	256,644	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Data Encoder (MC 6, s. 2010) CS SubProfessional	TK, AD, UCS, PIT, RMSIA	City Social Services and Development Office
85	Day Care Worker II	49, 94, 113, 201	8	189,816	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96 - Cat III)	PS, CO, PME, AO, AD	City Social Services and Development Office
86	Social Welfare Assistant	29, 109	8	189,816	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	PS, CO, PME, AO, AD	City Social Services and Development Office
87	Local Revenue Collection Officer I	63, 64, 315	11	235,440	Bachelor's Degree	None required	None required	Career Service (Professional)	MPF MU, FPBA, TP, SP, UITMPC	City Treasurer's Office
88	Local Revenue Collection Officer II	123	15	330,780	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	MPF MU, FPBA, TP, SP, UITMPC	City Treasurer's Office
89	Local Treasury Operations Officer II	14	15	330,780	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	MPF MU, FPBA, TP, SP, UITMPC	City Treasurer's Office
90	Local Treasury Operations Officer III	7, 92, 93, 113, 324,	18	428,316	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	MPF MU, FPBA, TP, SP, UITMPC	City Treasurer's Office
91	Revenue Collection Clerk I	140, 326	5	155,700	Completion of two years studies in college	none required	none required	Career Service (Subprofessional)	MPF MU, FPBA, TP, SP, UITMPC	City Treasurer's Office
92	Ticket Checker	178, 192, 223	3	136,644	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	MPF MU, FPBA, TP, SP, UITMPC	City Treasurer's Office
93	Meat Control Officer I	19, 20	13	279,084	Doctor of Veterinary Medicine	None required	None required	RA 1080 (Veterinarian)	TK, AD, SM, AO, KRPLDO	City Veterinarian's Office
94	Meat Inspector III	40	11	235,440	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional)	TK, AD, SM, AO, KRPLDO	City Veterinarian's Office
95	Veterinarian II	37	16	360,528	Doctor of Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Veterinarian)	TK, AD, SM, AO, KRPLDO	City Veterinarian's Office

96	Administrative Assistant II (Human Resource Management Assistant)	58	8	189,816	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	CDE, RSP, BCWM, LDPA, LF, PPPM	Human Resource Management Office
97	Administrative Officer IV (Human Resource Management Officer II)	21, 35, 41	15	330,780	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	CDE, RSP, BCWM, LDPA, LF, PPPM	Human Resource Management Office

COMPETENCY LEGEND:

A	Achievement Orientation	AO
	Advocating Environmental Protection and Preservation of Natural Resources	AEPPNR
	Attention to Details	AD
B	Barangay Development Planning Facilitation Skills	BDPFS
	Benefits Compensation and Welfare Management	BCWM
	Building Collaborative, Inclusive Working Relationships	BCIWR
C	Championing and Applying Innovations	CAI
	Communications	C
	Community Organizing	CO
	Competency Development and Enhancement	CDE
	Computer Skills	CS
	Corporate Communications	CC
	Creating and Nurturing a High Performing Organization	CNHPO
D	Delivering Service Excellence	DSE
E	Environmental Projects/ Program Implementation	EPPI
	Exemplifying Integrity	EI
F	Fiscal Planning and Budget Allocation	FPBA
	Flexibility	F
G	Generating Reports and Documentation	GRD
I	Interpersonal Skills	IS
	Investigation and Research Skills	IRS
K	Knowledge of Related and Procedures of LGUs, DOH and other related agencies	KRPLDO
L	Leading Change	LC
	Learning and Development Planning and Administration	LDPA
	Learning Facilitation	LF
M	Maintaining Public Financial Management Understanding	MPFMU
	Managing Performance and Coaching for Results	MPCR

O	Oral Communication	OC
	Organization Skills	OS
P	Partnering with Other Non-government Organizations / Government Organizations	PONOGO
	Planning, Organizing and Delivering	POD
	Policy Interpretation and Implementation	PII
	Presentation Skills	PS
	Principles of Information Technology	PIT
	Problem Solving	PS
	Program Monitoring and Evaluation	PME
R	Records Management	RM
	Recruitment, Selection and Placement	RSP
	Risk Assessment and Management	RAM
	Risk Analysis	RA
	Risk Management, Security and Information Assurance	RMSIA
S	Strategic Planning	SP
	Stress Management	SM
T	Technical Knowledge	TK
	Thinking Strategically and Creatively	TSC
	Transaction Processing	TP
U	Use of Information Technology to Manage Public Finances	UITMPC
	User and Customer Support	UCS
W	Written Communication	WC

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **DECEMBER 10, 2017**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Photocopy of certificate of eligibility / Board Rating / License(s); and
3. Photocopy of Transcript of Records (College Graduate) / Form 137 (HS Graduate)
4. Certificate of Trainings / Seminars attended
5. Certificate of Employment (COE)
6. Performance Rating in the present position for one (1) year (if applicable);
7. Potential Evaluation Form

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Hon. Sara Z. Duterte

City Mayor
Davao City

THRU:

Mr. Erwin P. Alparaque

City Government Department Head II
Human Resources Management Office