

No.	POSITION TITLE	PLAN TILLA ITEM NO.	S G	Annual Salary	QUALIFICATION STANDARDS					OFFICE LOCATION/PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY <i>(Please refer to the LEGEND)</i>	
1	Supervising Administrative Officer (Management & Audit Analyst IV)	41, 52	22	633,396	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Accountant's Office
2	Administrative Aide IV (Clerk II)	97	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 Operation of Markets
3	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 Econ Enterprises Management
4	Administrative Aide IV (Mechanical Plant Operator I)	37	4	145,860	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC 10, s. 2013 Cat. II)	TK, AD, F, C, IS	City Administrator's Office Operation of Slaughterhouse
5	Administrative Assistant II (Carpenter Foreman)	69	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 Econ Enterprises Management
6	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	CS - Sub Professional Data Encoder (MC 11, s. 96 - Cat. I)	TK, AD, UCS, PIT, RMSIA	City Administrator's Office City Information Technology Center
7	Cemetery Caretaker		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
8	City Government Assistant Department Head II (Economic Enterprise Manager)	45	24	772,992	Bachelor's Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Administrator's Office Econ Enterprises Management
9	Security Guard II	21	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 Davao City Overland Transport Terminal
10	Security Officer I	22	11		Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	PII, IRS, AD, WC, PS	City Administrator's Office
11	Slaughterhouse Master IV	22	22	633,396	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)	TK, EPPI, AEPNNR, CO, GRD	City Administrator's Office Operation of Slaughterhouse
12	Transportation Regulation Officer II	3, 4	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 Davao City Overland Transport Terminal
13	Agriculturist II	30	15	330,780	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	TK, EPPI, AEPNNR, CO, GRD	City Agriculturist's Office
14	Special Agent II	39	10	218,604	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional)	PII, IRS, AD, WC, PS	City Agriculturist's Office
15	Local Assessment Operations Officer I	53	11	235,440	Bachelor's Degree	None required	None required	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Assessor's Office
16	Local Assessment Operations Officer III	13	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 Assessor's Office

17	Administrative Aide VI (Clerk III)	11	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 Civil Registrar's Office
18	Administrative Assistant VI (Computer Operator III)	6	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	CS Sub Professional Data Encoder (MC 6, s. 2010)	TK, AD, UCS, PIT, RMSIA	City Civil Registrar's Office
19	Assistant City Civil Registrar (City Government Assistant Department Head II)	2	24	772,992	Bachelor's Degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Civil Registrar's Office
20	Registration Officer II	37	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
21	Administrative Aide VI (Clerk III)	17	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 Engineer's Office
22	Administrative Assistant III (Storekeeper III)	72	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 Engineer's Office
23	Administrative Assistant V (Storekeeper IV)	71	11	235,440	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional)	MPFMU, FPBA, TP, SP, UITMPC	City Engineer's Office
24	Engineer II	172	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
25	Engineer IV	66	22	633,396	Bachelor's Degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080 (Engineer)	PONOGO, OS, BDPFS, SP, RA	City Engineer's Office
26	Engineering Assistant	118	8	189,816	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	PONOGO, OS, BDPFS, SP, RA	City Engineer's Office
27	Administrative Aide IV (Driver II)	62, 74	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
28	Administrative Assistant II (Labor General Foreman)	134	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
29	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 Environment and Natural Resources Office
30	Administrative Aide III (Utility Worker II)	111, 116, 136	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
31	Administrative Aide IV (Bookbinder II)	25, 26	4	145,860	Elementary School Graduate	None required	None required	None Required (MC 10, s. 2013 - Cat. III)	TK, AD, F, C, IS	City General Services Office
32	Administrative Aide VI (Clerk III)	13	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 General Services Office
33	Administrative Assistant III (Buyer III)	33	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
34	Security Guard II	78, 80, 93	5	155,700	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat. IV)	P11, IRS, AD, WC, PS	City General Services Office
35	Security Officer I	65	11	235,440	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	P11, IRS, AD, WC, PS	City General Services Office
36	Security Officer III	63	18	428,316	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	P11, IRS, AD, WC, PS	City General Services Office
37	Laboratory Aide II	75, 253	4	145,860	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)	TK, AD, F, C, IS	City Health Office

38	Medical Technologist II	72	15	330,780	Bachelor's Degree in Medical Technology / Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080 (Medical Technologist)	TK, AD, SM, AD, KRPLDO	City Health Office
39	Midwife IV	266	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
40	Nurse IV	286	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
41	Nutrition Officer II	243	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
42	Population Program Officer II	242, 263	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
43	Rural Health Physician	351	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
44	Sanitation Inspector II	232	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, AEPNDR, CO, GRD	City Health Office
45	Administrative Aide IV (Driver II)	63	4	145,860	Elementary School Graduate	None required	None required	Driver's License (MC 11, s. 96 - Cat. III)	TK, AD, F, C, IS	City Mayor's Office Business Bureau
46	Administrative Assistant I (Bookbinder III)	44	7	177,420	Elementary School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)	TK, AD, F, C, IS	City Mayor's Office Business Bureau
47	Administrative Assistant II (Clerk IV)	170	8	189,816	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 Davao City Library & Information Center
48	Administrative Officer II (Information Officer I)	97	11	235,440	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	OC, CC, AD, WC, CS	City Mayor's Office City Information Office
49	Licensing Officer I	53	11	235,440	Bachelor's Degree	None required	None required	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Mayor's Office Business Bureau
50	Local Disaster Risk Reduction Management Officer IV	231	22	633,396	Bachelor's Degree	16 hours of relevant training on DRRM	3 years of relevant experience on DRRM	Career Service Professional	PS, CO, PME, AO, AD	City Mayor's Office Local Disaster Risk Reduction Management Office
51	Sports Development Officer IV	116	22	633,396	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)	PS, CO, PME, AO, AD	City Mayor's Office Sports Development Division
52	Supervising Administrative Officer (Records Officer IV)	66	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 Mayor's Office Correspondence & Records Division
53	Supervising Labor and Employment Officer	223	22	633,396	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)	CDE, RSP, BCWN, LDPA, LF, PPPM	City Mayor's Office Davao City Public Employment Service Office
54	Development Management Officer I	61	11	235,440	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Planning and Development Office
55	Day Care Worker I	107	6	166,212	High School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)	PS, CO, PME, AO, AD	City Social Services and Development Office
56	Day Care Worker II	51, 69, 112	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
57	Social Welfare Assistant	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 Social Services and Development Office
58	Administrative Aide III (Utility Worker II)	49	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 Treasurer's Office

59	Administrative Officer V (Cashier III)	78	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 Treasurer's Office
60	Local Revenue Collection Officer I	306,330	11	235,440	Bachelor's Degree	None required	None required	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
61	Local Treasury Operations Officer IV	6,378	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 Treasurer's Office
62	Revenue Collection Clerk I	139,342	5	155,700	Completion of two years studies in college	none required	none required	Career Service (Subprofessional)	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
63	Ticket Checker	267	3	136,644	High School Graduate	None required	None required	None Required (MC 11, s. 96 - Cat. III)	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
64	Aquacultural Technician II	32	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, AEPPNR, CO, GRD	City Veterinarian's Office
65	Meat Inspector II	28	8	189,816	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)	TK, AD, SM, AO, KRPLDO	City Veterinarian's Office

**COMPETENCY LEGEND:**

<b>A</b>	<b>Achievement Orientation</b>	<b>AO</b>
	<b>Advocating Environmental Protection and Preservation of Natural Resources</b>	<b>AEPPNR</b>
	<b>Attention to Details</b>	<b>AD</b>
<b>B</b>	<b>Barangay Development Planning Facilitation Skills</b>	<b>BDPFS</b>
	<b>Benefits Compensation and Welfare Management</b>	<b>BCWM</b>
	<b>Building Collaborative, Inclusive Working Relations</b>	<b>BCIWR</b>
<b>C</b>	<b>Championing and Applying Innovations</b>	<b>CAI</b>
	<b>Communications</b>	<b>C</b>
	<b>Community Organizing</b>	<b>CO</b>
	<b>Competency Development and Enhancement</b>	<b>CDE</b>
	<b>Computer Skills</b>	<b>CS</b>
	<b>Corporate Communications</b>	<b>CC</b>
	<b>Creating and Nurturing a High Performing Organiza</b>	<b>CNHPO</b>
<b>D</b>	<b>Delivering Service Excellence</b>	<b>DSE</b>
<b>E</b>	<b>Environmental Projects/ Program Implementation</b>	<b>EPPI</b>
	<b>Exemplifying Integrity</b>	<b>EI</b>
<b>F</b>	<b>Fiscal Planning and Budget Allocation</b>	<b>FPBA</b>
	<b>Flexibility</b>	<b>F</b>
<b>G</b>	<b>Generating Reports and Documentation</b>	<b>GRD</b>

<b>I</b>	<b>Interpersonal Skills</b>	<b>IS</b>
	<b>Investigation and Research Skills</b>	<b>IRS</b>
<b>K</b>	<b>Knowledge of Related and Procedures of LGUs, DOH and other related agencies</b>	<b>KRPLDO</b>
<b>L</b>	<b>Leading Change</b>	<b>LC</b>
	<b>Learning and Development Planning and Administration</b>	<b>LDPA</b>
	<b>Learning Facilitation</b>	<b>LF</b>
<b>M</b>	<b>Maintaining Public Financial Management Understanding</b>	<b>MPFMU</b>
	<b>Managing Performance and Coaching for Results</b>	<b>MPCR</b>
<b>O</b>	<b>Oral Communication</b>	<b>OC</b>
	<b>Organization Skills</b>	<b>OS</b>
<b>P</b>	<b>Partnering with Other Non-government Organizations / Government Organizations</b>	<b>PONOGO</b>
	<b>Planning, Organizing and Delivering</b>	<b>POD</b>
	<b>Policy Interpretation and Implementation</b>	<b>PII</b>
	<b>Presentation Skills</b>	<b>PS</b>
	<b>Principles of Information Technology</b>	<b>PIT</b>
	<b>Problem Solving</b>	<b>PS</b>
	<b>Program Monitoring and Evaluation</b>	<b>PME</b>
<b>R</b>	<b>Records Management</b>	<b>RM</b>
	<b>Recruitment, Selection and Placement</b>	<b>RSP</b>
	<b>Risk Assessment and Management</b>	<b>RAM</b>
	<b>Risk Analysis</b>	<b>RA</b>
	<b>Risk Management, Security and Information Assurance</b>	<b>RMSIA</b>
<b>S</b>	<b>Strategic Planning</b>	<b>SP</b>
	<b>Stress Management</b>	<b>SM</b>
<b>T</b>	<b>Technical Knowledge</b>	<b>TK</b>
	<b>Thinking Strategically and Creatively</b>	<b>TSC</b>
	<b>Transaction Processing</b>	<b>TP</b>
<b>U</b>	<b>Use of Information Technology to Manage Public Financials</b>	<b>UITMPC</b>
	<b>User and Customer Support</b>	<b>UCS</b>
<b>W</b>	<b>Written Communication</b>	<b>WC</b>

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 **JANUARY 10, 2018**.

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](http://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:

EMAIL: [Hrmopstd@gmail.com](mailto:Hrmopstd@gmail.com)

*Hon. Sara Z. Duterte*

City Mayor

Davao City

THRU:

*Mr. Erwin P. Alparaque*

City Government Department Head II

Human Resources Management Office

































POSITION TITLE	ITEM NO.	S G	OFFICE LOCATION/PLACE OF ASSIGNMENT	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OFFICE LOCATION/PLACE OF ASSIGNMENT	OFFICE LOCATION/PLACE OF ASSIGNMENT
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**AS OF OCTOBER 2017**