

No.	POSITION TITLE	PLANTILLA ITEM NO.	SG	Annual Salary	QUALIFICATION STANDARDS					OFFICE LOCATION/PLACE OF ASSIGNMENT
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCY (Please refer to the LEGEND below)	
1	Administrative Assistant VI (Computer Operator III)	6	12	265,788	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) Career Service (Sub Professional)	TK, AD, UCS, PIT, RMSIA	City Accountant's Office
2	Assistant City Accountant (City Gov't Asst Dept Head II)	2	24	879,588	Bachelor's Degree in Commerce / Business Administration Major in Accountancy	24 hours in management and supervision training	4 years in position/s involving management and supervision	R.A. 1080 (Accountant)	MPFMU, FPBA, TP, SP, UITMPC	City Accountant's Office
3	Administrative Aide V (Carpenter II)	81, 82	5	161,772	Elementary School Graduate	4 hours relevant training	1 year relevant experience	None Required/Carpenter (MC 10 s. 2013 - Cat. II)	TK, AD, F, C, IS	City Administrator's Office (Economic Enterprises Management)
4	Administrative Officer II (Management & Audit Analyst I)	39	11	242,148	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Administrator's Office
5	Administrative Officer IV (Management & Audit Analyst II)	37	15	348,120	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 Administrator's Office
6	Engineer II	47	16	381,180	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 Administrator's Office (Operation of Slaughterhouse)
7	Market Inspector I	136	6	172,080	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)
8	Market Inspector II	100, 154	8	195,384	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)
9	Market Supervisor III	133	18	457,020	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	TK, EPPI, AEPPI, CO, GRD	City Administrator's Office (Operation of Markets)
10	Security Guard II	12, 94, 116, 161, 164, 181	5	161,772	High School Graduate	None required	None required	Security Guard License (MC 10, s. 2013 - Cat IV)	P11, IRS, AD, WC, PS	City Administrator's Office Davao City Overland Transport Terminal
11	Security Guard III	7	8	195,384	High School Graduate	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 11, s. 96 - Cat IV)	P11, IRS, AD, WC, PS	City Administrator's Office Davao City Overland Transport Terminal
12	Security Officer I	22	11	242,148	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	P11, IRS, AD, WC, PS	City Administrator's Office
13	Statistician II	10	15	348,120	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
14	Administrative Aide III (Utility Worker II)	65	3	142,968	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 Agriculturist's Office
15	Administrative Aide VI (Clerk III)	12	6	172,080	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 Agriculturist's Office
16	Agricultural Technologist	81, 109, 110, 119, 126, 154	10	224,616	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
17	Assessment Clerk II	69	6	172,080	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	MPFMU, FPBA, TP, SP, UITMPC	City Assessor's Office
18	Local Assessment Operations Officer IV	64	22	704,604	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
19	Supervising Administrative Officer (Administrative Officer IV)	3	22	704,604	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 Budget Office
20	Assistant City Cooperative Officer (City Gov't Asst Dept Head II)	2	24	879,588	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 Cooperative Development Office
21	Administrative Assistant II (Clerk IV)	13	8	195,384	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 IV (Carpenter General Foreman)	33	10	224,616	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	None Required/Carpenter (MC 10 s. 2013 - Cat. II)	TK, AD, F, C, IS	City Engineer's Office
23	Administrative Officer V (Administrative Officer III)	5	18	457,020	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	AD, C, CS, RM, IS	City Engineer's Office
24	Assistant City Engineer (Operations) (City Gov't Asst Dept Head II)	2	24	879,588	Bachelor's Degree in Engineering	24 hours of training in management and supervision	4 years in position/s involving management and supervision	R.A. 1080 (Engineer)	PONOGO, OS, BDPFS, SP, RA	City Engineer's Office
25	Administrative Aide IV (Driver II)	64	4	152,088	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
26	Administrative Assistant II (Labor General Foreman)	23	8	195,384	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
27	Economic Researcher	123	9	209,676	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Environment and Natural Resources Office
28	Administrative Aide VI (Storekeeper II)	40	6	172,080	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional)	MPFMU, FPBA, TP, SP, UITMPC	City General Services Office
29	Administrative Assistant III (Storekeeper III)	38	9	209,676	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
30	Security Officer III	63	18	457,020	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)	BCIWR, MPCR, TSC, POD, SM, PII, RAM, IS	City General Services Office
31	Supervising Administrative Officer (Administrative Officer IV)	3	22	704,604	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 General Services Office
32	Administrative Aide IV (Reproduction Machine Operator II)	15	4	152,088	Elementary School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	TK, AD, F, C, IS	City Health Office
33	Medical Technologist II	222	15	348,120	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
34	Nutrition Officer II	119	14	317,928	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
35	Population Program Worker II	251	7	183,048	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	PS, CO, PME, AO, AD	City Health Office
36	Administrative Officer III (Records Officer II)	13	14	317,928	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 Legal Office
37	Administrative Aide III (Utility Worker II)	181	3	142,968	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 Davao City Library & Information Center
38	Administrative Aide IV (Clerk II)	195,196	4	152,088	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
39	Administrative Aide V (Illustrator II)	113	5	161,772	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	None required/Illustrator (MC 10, s. 2013 - Cat II)	TK, AD, F, C, IS	City Mayor's Office City Tourism Operations Office
40	Administrative Aide VI (Clerk III)	174	6	172,080	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
41	Administrative Assistant II (Clerk IV)	71	8	195,384	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
42	Administrative Assistant VI (Photographer IV)	106	12	265,788	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	None Required/Photographer (MC 10, s. 2013 - Cat II)	TK, AD, F, C, IS	City Mayor's Office City Tourism Operations Office
43	Development Management Officer IV	197	22	704,604	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)	PONOGO, OS, BDPFS, SP, RA	City Mayor's Office Integrated Gender & Development Division
44	Economist III	219	18	457,020	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 Mayor's Office Davao City Investment Promotion Center
45	Librarian IV	161	22	704,604	Bachelor's Degree in Library Science or Information Science / Bachelor of Science in Education/Arts major in Library Science	16 hours of relevant training	3 years of relevant experience	RA 1080 (Librarian)	PS, CO, PME, AO, AD	City Mayor's Office Davao City Library & Information Center
46	Social Welfare Assistant	214	8	195,384	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 Mayor's Office Davao City Treatment & Rehabilitation Center for Drug

47	Project Evaluation Assistant	36	8	195,384	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 Planning and Development Office
48	Day Care Worker II	126, 146, 200,	8	195,384	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
49	Social Welfare Officer III	42	18	457,020	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	R.A. 1080 (Social Worker)	PS, CO, PME, AO, AD	City Social Services and Development Office
50	Administrative Assistant II (Cash Clerk III)	89	8	195,384	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 Treasurer's Office
51	Assistant City Treasurer (Operations) (City Gov't Asst Dept Head II)	3	24	879,588	Bachelor's Degree preferably in Commerce, Public Administration or Law	none required	5 years experience in the treasury or accounting service	First Grade or its equivalent	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
52	Local Revenue Collection Officer I	287, 314, 252	11	242,148	Bachelor's Degree	None required	None required	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
53	Local Revenue Collection Officer III	134	18	457,020	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
54	Local Treasury Operations Officer I	103	11	242,148	Bachelor's Degree	None required	None required	Career Service (Professional)	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
55	Ticket Checker	200, 277, 279	3	142,968	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat III)	MPFMU, FPBA, TP, SP, UITMPC	City Treasurer's Office
56	Meat Inspector III	22	11	242,148	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

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 **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;
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

Hon. Sara Z. Duterte

City Mayor

Davao City

THRU:

Mr. Erwin P. Alparaque

City Government Department Head II

Human Resources Management Office