



BAGONG PILIPINAS

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DAVAO REGIONAL OFFICE
58 McArthur Highway, Matina Crossing, Davao City
<http://www.region11.dilg.gov.ph>

NOTICE OF VACANCY (NOV) NOV No.: 07-2024

DATE POSTED: JULY 15, 2024
DEADLINE OF SUBMISSION: JULY 26, 2024

Interested and qualified applicants shall signify their interest in writing. Submit the following documents on or before the deadline of submission:

1. Application Letter
2. Updated PDS (Civil Service Commission Form No. 212) <http://bit.ly/CSCForm212>
Affix signature on each page of the PDS and attach a photo and thumbmark on the last page
3. Performance rating in the last rating period (if applicable)
4. Photocopy of certificate of eligibility/rating/license
5. Photocopy of Scholastic Records (Transcript of Records and Diploma)
6. Work Experience Sheet (if applicable) which can be downloaded at www.csc.gov.ph
7. Training Certificates (if applicable)

Job application requirements shall be submitted thru this link only: <https://bit.ly/dilg11appform>. No need to submit hard copy of application.

Address application letter to:


ABDULLAH V. MATALAM
Regional Director
Department of the Interior and Local Government XI
58 McArthur Highway, Matina
Davao City

INCOMPLETE and UNCLEAR copies of job application requirements shall NOT be processed. It is essential for these documents to be clear for the initial evaluation of applications.

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Administrative Officer III (Records Officer II)	OSEC-DILGB-ADOF3-76-2005	14	33,843	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Level 2 Core, Level 1 Leadership and Level 3 Functional Competencies	Regional Office
2	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-85-2010	4	15,586	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Level 1 Core & Functional Competencies	Regional Office

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.

Prepared by:


KRISTEL DIANE C. TADTAD
 Admin. Officer V/HRMO

Approved by:

ABDULLAH V. MATALAM
 Regional Director

