

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

CIVIL SERVICE COMMISSION - DAVAO DEL NORTE  
**RECEIVED**  
HERRA MAIRYNE D. SAMONTE  
Name: \_\_\_\_\_  
Date: 15 APR 2025  
Time: \_\_\_\_\_ 9:32  
CSC website: \_\_\_\_\_

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.

EDWIN A. PALERO, MPA, MHRM  
PG Department Head  
Provincial Human Resource Management Office  
Date: April 15, 2025

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	Administrative Officer V (Human Resource Management Officer III)	PHRMO-0039	18	49,015.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		PHRMO - Compensation And Benefits Division, Payroll & Claims Section
2	Internal Auditor II	PGO-0058	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		PGO - Internal Audit Services Division, Operations, Compliance And Monitoring Section.
3	Provincial Government Assistant Department Head	PHRMO-0003	24	94,132.00	Bachelor's degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service Professional/Second Level Eligibility		Provincial Human Resource Management Office
4	Administrative Officer V (Human Resource Management Officer III)	PHRMO-0016	18	49,015.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/Second Level Eligibility		PHRMO - Appointment and Personnel Records Division, Recruitment, Selection And Placement Section
5	Supervising Administrative Officer	PHRMO-0038	22	74,836.00	Bachelor's degree relevant to the job.	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/Second Level Eligibility		PHRMO - Compensation And Benefits Division
6	Administrative Officer V (Human Resource Management Officer III)	PHRMO-0044	18	49,015.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		PHRMO - Compensation And Benefits Division, Benefits, Welfare & Retirement Gratuities Section
7	Supervising Aquaculturist	PAGRO-0069	22	74,836.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/Second Level Eligibility		PAGRO - Fishery Resource Management Division
8	Aquaculturist I	PAGRO-0073	11	28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PAGRO - Fishery Resource Management Division, Marine Fishery Section

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 **May 03, 2025**, 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](http://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 HUMAN RESOURCE MANAGEMENT OFFICE**  
Division/Section : **PHRMO-Compensation and Benefits Division, Payroll & Claims Section**  
Position : **ADMINISTRATIVE OFFICER V**  
Item No : **PHRMO-0039**  
SG : 18

**TASK AND FUNCTIONS:**

- 1 Assists the Division Head in the formulation of various plans for the division and in the implementation of such. Takes charge of the division in the absence of the Division Head/ SAO; 10%
- 2 Prepares payrolls and vouchers for all claims of all elected officials and coterminous employees; 10%
- 3 Assists in the review/signing of payrolls, payslips, Loan applications, PS computations, Filled-up BIR forms and other related documents; 20%
- 4 Examines the causes of the various reconciliatory items in the GSIS monthly billing issues and prepares a summary report on the findings (for Casuals); 10%
- 5 Monitors the continuity and accuracy of every loan repayment for all employees in the assigned offices through the Loan Monitoring Report; 10%
- 6 Acts on General Clearances of all separated employees including those who are soon to retire and those who are on leave for a longer duration. 10%
- 7 Prepares simple communications/transmittals and the reports on Concerns for the Week/Pending Claims with recommended actions, Monitoring Report on DTRs submission and Payrolls and the Report on Below Php 4,000.00 net pay. 10%
- 8 Facilitates the preparation of SSS Form-RS 5 for the remittance of premiums to the Social Security System (especially for Job Order workers); 5%
- 9 Facilitates the preparation and submission of the Workforce Complement Report as required by the DILG every end of quarter. 5%
- 10 Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and 5%
- 11 Does other related tasks assigned by the supervisor. 5%

**OFFICE : PROVINCIAL GOVERNOR'S OFFICE**  
**Division/Section : INTERNAL AUDIT SERVICES DIVISION**  
**Position : Internal Auditor II**  
**Item No : PGO-0058**  
**SG : 15**

**TASKS AND FUNCTIONS**

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|----|---|-----|
| 1  | Reviews the agency organizational structure, staffing, administrative systems and procedures and other relevant information to determine its internal audit needs and objectives;   | 15% |
| 2  | Assigns and clarifies the work assignments of members of audit team;  | 10% |
| 3  | Discusses within the internal audit team: scope and objectives with affected agency;  | 10% |
| 4  | Discusses the internal audit scope and objectives with affected agency personnel prior to conduct of audit;   | 10% |
| 5  | Leads the internal audit team in examining and evaluating the adequacy and effectiveness of the agency's accounting and financial systems and controls and operations system and controls to determine the reliability and integrity of information generated thru the information systems, to determine if existing systems and procedures ensure compliance with established policies, laws, rules, regulations and procedures to review the means by which assets are safeguarded to appraise economy and efficiency with which agency resources were used and to determine whether or not agency programs and projects meet objectives and targets; | 10% |
| 6  | Reviews the findings and recommendations of audit team for completeness and conformance to audit plan, standards and guidelines, drafts the consolidated internal audit report;   | 5%  |
| 7  | Discusses the audit results with auditee/s before the draft of the report is finalized;   | 10% |
| 8  | Follows-up the actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non implementation;  | 5%  |
| 9  | Conducts an investigations of anomalies discovered in audits and submit report and recommendations on investigation completed;  | 10% |
| 10 | Conducts a special audits as assigned;  | 5%  |
| 11 | Submits Individual Performance Commitment and Review (IPCR) on a semestral basis; and   | 5%  |
| 12 | Performs other related tasks assigned by the supervisor.  | 5%  |

**OFFICE : PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE**

Division/Section

Position : **Provincial Government Assistant Department Head**

Item No : PHRMO-0003

SG : 24

**TASKS AND FUNCTIONS**

- 1 Assists the PG Department Head in the implementation, monitoring and evaluation of the programs, projects and activities of the office; 15%
- 2 Assists in directing and evaluating PHRMO personnel work performance; 15%
- 3 Reviews various forms of appointments, contract of service and other employment papers in accordance to Civil Service Commission laws, rules and guidelines and other applicable issuances; 10%
- 4 Assists in the administration of Human Resource Development Programs such as the conduct of in-house/in-service trainings, seminars and operation review/evaluation of performance and acts as the facilitator/resource person of said activities; 10%
- 5 Assists in the implementation, evaluation and possible modification of the Performance Evaluation System, Merit Selection and Promotion Plans, System of Ranking Positions, Program and Awards and Incentives for Service Excellence and other personnel support mechanisms; 10%
- 6 Assists in ensuring effective records management including the confidentiality of Personnel 201 File; 10%
- 7 Assists in ensuring effective and efficient implementation of procurement programs/systems in the office; 5%
- 8 Reviews leave applications and signs the same subject to the limitations prescribed by the Provincial Governor; 5%
- 9 Reviews communications, issuances, project/training designs, reports and other personnel/administrative documents for approval or appropriate action of the P.G. Department head; 5%
- 10 Ensures coordination among all the divisions efforts/activities; 5%
- 11 Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and 5%
- 12 Does other related tasks assigned by the supervisor. 5%

**OFFICE : PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE**

Division/Section : **APPOINTMENT AND PERSONNEL RECORDS DIVISION**

Position : **Administrative Officer V (Human Resource Management Officer III)**

Item No : PHRMO-0016

SG : 18

**TASKS AND FUNCTIONS**

- 1 Assists the Supervising Administrative Officer in the Implementation , monitoring and evaluation the programs , projects, activities and functions of the APRD-Recruitment, Selection and Placement Section; 25%
- 2 Directs, coaches and mentors the APRD- Recruitment, Selection and Placement Section staff in the performance of their respective tasks and functions; 25%
- 3 Reviews of appointments, hiring documents, On-the-Job Training papers, communications, issuances, notices, reports and other documents prepared by the APRD- Recruitment, Selection and Placement Section; 25%
- 4 Assists the Supervising Administrative Officer in the preparation of documents and other requirements for the conduct of PSB meeting and deliberation; 10%
- 5 Assists the Supervising Administrative Officer in the conduct of business process review and re-engineering on recruitment, selection and placement; 5%
- 6 Submits Individual Performance Commitment and Review (IPCR) Targets and Reports; 5%
- 7 Does other related tasks assigned by the supervisor. 5%

**OFFICE : PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE**  
Division/Section : **COMPENSATION AND BENEFITS DIVISION**  
Position : **Supervising Administrative Officer**  
Item No : PHRMO-0038  
SG : 22

**TASKS AND FUNCTIONS**

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|----|--|-----|
| 1  | Formulates and implements the plans, programs and activities of the Compensation and Benefits Division;  | 10% |
| 2  | Reviews the accuracy and signs and/or affix initials on the following documents/deliverables:  | 20% |
| 3  | Prepares outgoing letters, transmittals, minutes of meetings, terminal reports, various updates and memoranda which are related to compensation and benefits processing;   | 10% |
| 4  | Reviews/assesses reports on pending claims, monitoring reports on DTR submission/payroll preparation and other concerns for the week with some recommended actions for the Department Head's information/updates and further instructions; | 10% |
| 5  | Certifies various GSIS loan applications at the website after ensuring the borrowers' capacity to pay and prints confirmation reports for payroll deduction purposes;  | 10% |
| 6  | Examines the causes of the various reconciliatory items in the GSIS monthly billing issues and prepares a summary report on the findings (for Plantilla);  | 10% |
| 7  | Identifies, from the reports submitted, employees who violate the policies on tardiness and under time for the issuance of an appropriate memorandum;  | 10% |
| 8  | Assists in the implementation of the HRIS program;   | 5%  |
| 9  | Acts as a Facilitator or Resource Persons during the conduct of the learning sessions under PRIME-HRM and in the Induction/Orientation program for newly-hired employees;  | 5%  |
| 10 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and   | 5%  |
| 11 | Does other related tasks assigned by the supervisor.   | 5%  |

**OFFICE : PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE**  
 Division/Section : **COMPENSATION AND BENEFITS DIVISION**  
 Position : **Administrative Officer V (Human Resource Management Officer III)**  
 Item No : PHRMO-0044  
 SG : 18

**TASKS AND FUNCTIONS**

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|----|--|-----|
| 1  | Assists the Division Head in the formulation of various plans for the division and in the implementation of such. Takes charge of the division in the absence of the Division Head/ SAO;   | 5%  |
| 2  | Process all types of leave applications of officials and employees under the assigned offices;   | 10% |
| 3  | Assists in the review/signing of leave applications, loan applications, PhilHealth claims, GSIS and HDMF maturity claims;  | 10% |
| 4  | Reviews the computation of employees' monetization of leave, terminal Leave claims, employees' GSIS and HDMF maturity benefits; prepares the corresponding vouchers for the monetization and terminal leave benefits;                                  | 10% |
| 5  | Updates regularly the leave ledgers of the employees for an accurate leave balances ready for possible terminal leave breakdown and for HRIS implementation;   | 10% |
| 6  | Acts on General Clearances of all separated employees including those who are soon to retire and those who are on leave for a longer duration.   | 5%  |
| 7  | Prepares simple communications/transmittals and the reports on Concerns for the Week/Pending Claims with recommended actions;  | 5%  |
| 8  | Determines those officials and employees who were not able to avail of the mandatory five (5) days vacation leave in the preceding year and deducts the corresponding number of days from their leave balances;  | 10% |
| 9  | Converts the number of minutes/hours of tardiness and undertime as well as personal passlips into fraction of a day ready for deductions from the employees' leave balances;   | 10% |
| 10 | Submits regularly the following: Reports on Leave Without Pay and AWOL; Seven (7) days and below leave balances; Monthly Tardiness and Undertime; Summary Report on Tardiness and Undertime with comparative figures on two or more successive months; | 10% |
| 11 | Assists in the preparation and submission of the Workforce Complement Report as required by the DILG every end of quarter.   | 5%  |
| 12 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and   | 5%  |
| 13 | Does other related tasks assigned by the supervisor.   | 5%  |

**OFFICE : PROVINCIAL AGRICULTURIST'S OFFICE**  
 Division/Section : **FISHERY RESOURCE MANAGEMENT DIVISION**  
 Position : **Supervising Aquaculturist**  
 Item No : PAGRO-0069  
 SG : 22

**TASKS AND FUNCTIONS**

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|---|--|-----|
| 1 | Directs the Division personnel in the performance of their tasks and functions;  | 15% |
| 2 | Formulates plans, programs and activities in the management of marine/inland fisheries resources in the public waters of the province for their preservation, protection, enhancement and use;         | 15% |
| 3 | Promotes/Facilitates fishing livelihood projects and other value adding products to increase fisherfolk's income and productivity;   | 15% |
| 4 | Supervises the project implementation;   | 15% |
| 5 | Facilitates the propagation of fish for the effective management of inland fisheries resources through provision of fingerlings in coordination LGUs, Pos and Bureau of Fishery and Aquatic Resources; | 10% |
| 6 | Prepares/Reviews/Analyzes reports and technical papers/resolutions/ documents and forward comments and recommendations;  | 10% |
| 7 | Conducts/Assists monitoring and evaluation of projects implemented by Division;  | 10% |
| 8 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and   | 5%  |
| 9 | Performs other related tasks assigned by the supervisor.   | 5%  |

**OFFICE : PROVINCIAL AGRICULTURIST'S OFFICE**  
 Division/Section : **FISHERY RESOURCE MANAGEMENT DIVISION**  
 Position : **Aquaculturist I**  
 Item No : PAGRO-0073  
 SG : 11

**TASKS AND FUNCTIONS**

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|---|--|-----|
| 1 | Implements plans, programs and activities of the project/s assigned;   | 30% |
| 2 | Disseminates agricultural information/technologies to clientele, assists in the conduct of farm geotagging and data collection to asses project implementation efficiency and effectiveness; | 20% |
| 3 | Conducts briefings, meetings, trainings and consultations with farmers/stakeholders relative to agri-fishery productivity and proper technology application;                                 | 20% |
| 4 | Prepares and submits reports relative to the projects handled;   | 10% |
| 5 | Assists in crafting project plans, programs and activities;  | 5%  |
| 6 | Incharge in the distributions of various production agricultural inputs from the office and other line agencies;   | 5%  |
| 7 | Submits Individual Performance Commitment and Review (IPCR) and IPCR Target; and   | 5%  |
| 8 | Performs other related tasks assigned by the supervisor.   | 5%  |