

Republic of the Philippines
DEPARTMENT OF HUMAN SETTLEMENTS AND URBAN DEVELOPMENT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF HUMAN SETTLEMENTS AND URBAN DEVELOPMENT in the CSC website:

Ruby C. Carino
RUBY C. CARINO

HRMO

Date:

March 9, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Cashier II)	OSEC- DHSUDB- ADOF3-25- 2019	14	32321	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Central Office (Quezon City) Administrative Service - Cash Division
2	Administrative Aide VI	OSEC- DHSUDB- ADA6-24- 2019	6	16877	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- professional) / First Level Eligibility		Central Office (Quezon City) Administrative Service - General Services Division

3	Administrative Officer II	OSEC-DHSUDB-ADOF2-30-2019	11	25439	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Central Office (Quezon City) Administrative Service - Human Resource Development Division
4	Administrative Officer I	OSEC-DHSUDB-ADOF1-27-2019	10	22190	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Central Office (Quezon City) Administrative Service - Human Resource Development Division

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 **March 20, 2022**.

1. **Fully accomplished Personal Data Sheet (PDS)** with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last two (2) rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ATTY. ALVIN T. CLARIDADES

Director IV

DHSUD Building, Kalayaan Avenue,
cor. Mayaman Street, Diliman, Quezon
City

careers.admnservice.dhsud@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.