

Republic of the Philippines
Department of Human Settlements and Urban Development (DHSUD)
 Publication of Vacant Positions

Date: January 26, 2022

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 **February 6, 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 Scholastic Records.

QUALIFIED APPLICANTS are advised to specify the position and item number applying for (example: **Application for Administrative Officer I - OSEC-DHSUDB-ADOF1-2019**) and hand in or send through courier/email their application to:

ATTY. ALVIN T. CLARIDADES

Director IV

DHSUD Bldg., Kalayaan Ave., cor.
 Mayaman St., Diliman, Quezon City

careers.admnservice.dhsud@gmail.com

NOTE: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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 IV	OSEC- DHSUDB- ADOF4-28- 2019	15	33575	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		<i>Central Office - (Quezon City)</i> <i>Administrative Service - General Services Division</i>
2	Administrative Officer III	OSEC- DHSUDB- ADOF3-27- 2019	14	30799	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		<i>Central Office - (Quezon City)</i> <i>Administrative Service - Records Division</i>