

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. Cariño
RUBY C. CARIÑO

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	Chief Administrative Officer	OSEC- DHSUDB- CADO-23- 2019	24	88410	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility		Central Office (Quezon City) Administrative Service - General Services Division
2	Chief Administrative Officer	OSEC- DHSUDB- CADO-25- 2019	24	88410	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility		Central Office (Quezon City) Administrative Service - Procurement Division

3	Housing and Homesite Regulation Officer VI	OSEC-DHSUDB-HHRO6-63-2019	24	88410	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility		Regional Office 3 (San Fernando, Pampanga) Homeowners Association and Community Development Division
4	Chief Administrative Officer	OSEC-DHSUDB-CADOF-33-2019	24	88410	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility		Regional Office 4A (Calamba City) Administrative and Finance Division
5	Housing and Homesite Regulation Officer VI	OSEC-DHSUDB-HHRO6-75-2019	24	88410	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility		Regional Office 6 (Iloilo City) Homeowners Association and Community Development Division
6	Housing and Homesite Regulation Officer VI	OSEC-DHSUDB-HHRO6-77-2019	24	88410	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility		Regional Office 7 (Cebu City) Housing and Real Estate Development Regulation Division

7	Chief Administrative Officer	OSEC-DHSUDB-CADOF-43-2019	24	88410	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility		Regional Office 13 (Butuan City) Administrative and Finance 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:

USEC. MARYLIN M. PINTOR

HRMPSB Chairperson

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

careers@dhsud.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.