

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](http://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:

**JEANETTE E. CRUZ**  
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 OIC Director  
 \_\_\_\_\_  
 DHSUD Bldg., Kalayaan Ave., cor.  
 Mayaman St., Diliman, Quezon City  
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[careers.finance.dhsud@gmail.com](mailto:careers.finance.dhsud@gmail.com)  
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**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 II	OSEC- DHSUDB- ADOF2-33- 2019	11	23877	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility		<i>Central Office</i> (Quezon City)  Finance Service - Budget Division