

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. MA. LORINA J. RIGOR

OIC Director

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

careers.hoacdb.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 Assistant III | OSEC-DHSUDB-ADAS3-31-2019 | 9 | 19593 | 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) Homeowners Association and Community Development Bureau - Office of the Director |

| 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) | |
| 2 | Housing and Homesite Regulation Officer IV | OSEC- DHSUDB- HHRO4-47- 2019 | 19 | 48313 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) / Second Level Eligibility | | <i>Central Office</i> (Quezon City) Homeowners Association And Community Development Bureau - Capacity Development Division |
| 3 | Housing and Homesite Regulation Officer II | OSEC- DHSUDB- HHRO2-54- 2019 | 13 | 28276 | Bachelor's degree | None required | None required | Career Service (Professional) / Second Level Eligibility | | <i>Central Office</i> (Quezon City) Homeowners Association And Community Development Bureau - Capacity Development Division |
| 4 | Housing and Homesite Regulation Officer V | OSEC- DHSUDB- HHRO5-43- 2019 | 22 | 68415 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional) / Second Level Eligibility | | <i>Central Office</i> (Quezon City) Homeowners Association And Community Development Bureau - Monitoring And Evaluation Division |
| 5 | Housing and Homesite Regulation Officer IV | OSEC- DHSUDB- HHRO4-48- 2019 | 19 | 48313 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional) / Second Level Eligibility | | <i>Central Office</i> (Quezon City) Homeowners Association And Community Development Bureau - Monitoring And Evaluation Division |

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|-----|---|---------------------------------------|---------------------------------|-------------------|-------------------------|---------------|------------------|--|----------------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 6 | Housing and Homesite Regulation Officer II | OSEC- DHSUDB- HHRO2-58- 2019 | 13 | 28276 | Bachelor's degree | None required | None required | Career Service (Professional) / Second Level Eligibility | | Central Office (Quezon City) Homeowners Association And Community Development Bureau - Policies And Standards Division |