

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

Date: January 7, 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 **January 18, 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 - Item No. OSEC-DHSUDB-ADOF1-1-2019**) and hand in or send through courier/email their application to:

REY O. NIOG

Supervising Administrative Officer

DHSUD 10, 2/F Gateway Tower 2,
 Limketkai Center, Lapasan, Cagayan de
 Oro City

careers.region10.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- ADAS3-46- 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		Region X (Cagayan de Oro) Office of the Regional Director