

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	Administrative Assistant III	OSEC- DHSUDB- ADAS3-45- 2019	9	20402	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		Regional Office 9 (Pagadian City)  Office of the Regional Director
2	Housing and Homesite Regulation Officer V	OSEC- DHSUDB- HHRO5-80- 2019	22	69963	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility		Regional Office 9 (Pagadian City)  Housing and Real Estate Development Regulation 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](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 Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**CIRIACO R. CRUZ JR.**

**Regional Director**

Bajamunde Compound, Roxas Street,  
Sta. Maria District, Pagadian City

[careers.region9.dhsud@gmail.com](mailto:careers.region9.dhsud@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**