



Republic of the Philippines  
 Province of Davao del Norte  
**MUNICIPALITY OF BRAULIO E. DUJALI**

## NOTICE OF VACANCY

| No. | Position Title<br>( Parenthetical Title<br>, if applicable) | Plantilla<br>Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                                                   |                                  |                                 |                                                               |                                  | Place of<br>Assignment                 |
|-----|-------------------------------------------------------------|-----------------------|---------------------------------|-------------------|---------------------------------------------------------------------------|----------------------------------|---------------------------------|---------------------------------------------------------------|----------------------------------|----------------------------------------|
|     |                                                             |                       |                                 |                   | Education                                                                 | Experience                       | Training                        | Eligibility                                                   | Competency<br>(if<br>applicable) |                                        |
| 1   | ENVIRONMENTAL<br>MANAGEMENT<br>SPECIALIST II                | 2013-<br>158 5        | 15                              | P24,040.00        | BACHELOR'S<br>DEGREE<br>RELEVANT TO<br>THE JOB                            | 1 YEAR<br>RELEVANT<br>EXPERIENCE | 4 HOURS<br>RELEVANT<br>TRAINING | CAREER SERVICE<br>PROFESSIONAL (2ND<br>LEVEL ELIGIBILITY)     |                                  | OFFICE OF<br>THE<br>MUNICIPAL<br>MAYOR |
| 2   | COMMUNITY<br>AFFAIRS<br>ASSISTANT I                         | 02-s-98<br>4          | 5                               | P10,981.00        | COMPLETION OF<br>2 YEARS IN<br>COLLEGE                                    | NONE<br>REQUIRED                 | NONE<br>REQUIRED                | CAREER SERVICE SUB<br>PROFESSIONAL (1ST<br>LEVEL ELIGIBILITY) |                                  | OFFICE OF<br>THE<br>MUNICIPAL<br>MAYOR |
| 3   | ADMINISTRATIVE<br>AIDE III                                  | 2015-<br>188 1        | 3                               | P9,764.00         | MUST BE ABLE<br>TO READ AND<br>WRITE/<br>ELEMENTARY<br>SCHOOL<br>GRADUATE | NONE<br>REQUIRED                 | NONE<br>REQUIRED                | NONE REQUIRED (MC<br>NO. 10, S. 2013<br>CATEGORY III)         |                                  | OFFICE OF<br>THE<br>MUNICIPAL<br>MAYOR |
| 4   | WATCHMAN I                                                  | 2006-<br>106 4        | 2                               | P9,207.00         | ELEMENTARY<br>SCHOOL<br>GRADUATE                                          | NONE<br>REQUIRED                 | NONE<br>REQUIRED                | NONE REQUIRED (MC<br>NO. 10, S. 2013<br>CATEGORY III)         |                                  | OFFICE OF<br>THE<br>MUNICIPAL<br>MAYOR |
| 5   | ADMINISTRATIVE<br>AIDE I (UTILITY<br>WORKER I)              | 02-s-98<br>9          | 1                               | P8,663.00         | MUST BE ABLE<br>TO READ AND<br>WRITE                                      | NONE<br>REQUIRED                 | NONE<br>REQUIRED                | NONE REQUIRED (MC<br>NO. 10, S. 2013<br>CATEGORY III)         |                                  | OFFICE OF<br>THE<br>MUNICIPAL<br>MAYOR |
| 6   | REVENUE<br>COLLECTION<br>CLERK I                            | 02-s-98<br>42         | 5                               | P10,981.00        | COMPLETION OF<br>2 YEARS<br>STUDIES IN<br>COLLEGE                         | NONE<br>REQUIRED                 | NONE<br>REQUIRED                | CAREER SERVICE SUB<br>PROFESSIONAL (1ST<br>LEVEL ELIGIBILITY) |                                  | MUNICIPAL<br>TREASURY<br>OFFICE        |



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|-----|-------------------------------------------------------------|-----------------------|---------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------|----------------------------------|-----------------------------------|
|     |                                                             |                       |                                 |                   | Education                                                                                                                         | Experience                                                                                          | Training         | Eligibility                                               | Competency<br>(if<br>applicable) |                                   |
| 7   | ADMINISTRATIVE<br>AIDE I                                    | 2006-<br>106 19       | 1                               | P8,663.00         | MUST BE ABLE<br>TO READ AND<br>WRITE                                                                                              | NONE<br>REQUIRED                                                                                    | NONE<br>REQUIRED | NONE REQUIRED (MC<br>NO. 10, S. 2013<br>CATEGORY III)     |                                  | MUNICIPAL<br>TREASURY<br>OFFICE   |
| 8   | ADMINISTRATIVE<br>AIDE I (UTILITY<br>WORKER I)              | 02-s-98<br>43         | 1                               | P8,663.00         | MUST BE ABLE<br>TO READ AND<br>WRITE                                                                                              | NONE<br>REQUIRED                                                                                    | NONE<br>REQUIRED | NONE REQUIRED (MC<br>NO. 10, S. 2013<br>CATEGORY III)     |                                  | MUNICIPAL<br>TREASURY<br>OFFICE   |
| 9   | MUNICIPAL<br>ASSESSOR<br>(MGDH I)                           | 02-s-98<br>44         | 24                              | P63,806.00        | BACHELOR'S<br>DEGREE<br>PREFERABLY IN<br>CIVIL OR<br>MECHANICAL<br>ENGINEERING,<br>COMMERCE, OR<br>ANY OTHER<br>RELATED<br>COURSE | 3 YEARS<br>EXPERIENCE<br>IN REAL<br>PROPERTY<br>ASSESSMENT<br>WORK OR IN<br>ANY<br>RELATED<br>FIELD | NONE             | RA 1080 - (REAL<br>ESTATE SERVICE)                        |                                  | MUNICIPAL<br>ASSESSOR'S<br>OFFICE |
| 10  | LOCAL<br>ASSESSMENT<br>OPERATIONS<br>OFFICER I              | 02-s-98<br>45         | 11                              | P16,737.00        | BACHELOR'S<br>DEGREE                                                                                                              | NONE<br>REQUIRED                                                                                    | NONE<br>REQUIRED | CAREER SERVICE<br>PROFESSIONAL (2ND<br>LEVEL ELIGIBILITY) |                                  | MUNICIPAL<br>ASSESSOR'S<br>OFFICE |
| 11  | ADMINISTRATIVE<br>ASSISTANT I<br>(BOOKBINDER<br>III)        | 2013-<br>158 12       | 7                               | P12,344.00        | ELEMENTARY<br>SCHOOL<br>GRADUATE                                                                                                  | NONE<br>REQUIRED                                                                                    | NONE<br>REQUIRED | NONE REQUIRED (MC<br>NO. 10, S. 2013<br>CATEGORY III)     |                                  | MUNICIPAL<br>ASSESSOR'S<br>OFFICE |



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|-----|-------------------------------------------------------------|-----------------------|---------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------|---------------------------------------------------------|----------------------------------|-------------------------------------------------|
|     |                                                             |                       |                                 |                   | Education                                                                                                                                | Experience                                                       | Training                     | Eligibility                                             | Competency<br>(if<br>applicable) |                                                 |
| 12  | SOCIAL WELFARE ASSISTANT                                    | 29-s-2000 2           | 8                               | P13,129.00        | COMPLETION OF 2 YEARS STUDIES IN COLLEGE                                                                                                 | 1 YEAR RELEVANT EXPERIENCE                                       | 4 HOURS OF RELEVANT TRAINING | CAREER SERVICE SUB PROFESSIONAL (1ST LEVEL ELIGIBILITY) |                                  | MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE |
| 13  | SOCIAL WELFARE AIDE                                         | 02-s-98 5             | 4                               | P10,355.00        | HIGH SCHOOL GRADUATE                                                                                                                     | NONE REQUIRED                                                    | NONE REQUIRED                | NONE REQUIRED (MC NO. 10, S. 2013 CATEGORY III)         |                                  | MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE |
| 14  | MUNICIPAL AGRICULTURIST (MGDH I)                            | 02-s-98 49            | 24                              | P63,806.00        | BACHELOR'S DEGREE IN AGRICULTURE OR OTHER ALLIED COURSES SUCH AS AGRICULTURAL ENGINEERING, FISHERIES TECHNOLOGY, AND VETERINARY MEDICINE | 3 YEARS ACQUIRED EXPERIENCE IN AGRICULTURE OR IN A RELATED FIELD | NONE REQUIRED                | RA 1080                                                 |                                  | MUNICIPAL AGRICULTURE OFFICE                    |
| 15  | LIVESTOCK INSPECTOR I                                       | 02-s-98 52            | 6                               | P11,643.00        | COMPLETION OF 2 YEARS STUDIES IN COLLEGE                                                                                                 | NONE REQUIRED                                                    | NONE REQUIRED                | CAREER SERVICE SUB PROFESSIONAL (1ST LEVEL ELIGIBILITY) |                                  | MUNICIPAL AGRICULTURE OFFICE                    |



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|-----|----------------------------------------------------------|--------------------|------------------------|----------------|------------------------------------------|---------------|---------------|---------------------------------------------------------|----------------------------|------------------------------|
|     |                                                          |                    |                        |                | Education                                | Experience    | Training      | Eligibility                                             | Competency (if applicable) |                              |
| 16  | MEAT INSPECTOR I                                         | 2006-106 25        | 6                      | P11,643.00     | COMPLETION OF 2 YEARS STUDIES IN COLLEGE | NONE REQUIRED | NONE REQUIRED | CAREER SERVICE SUB PROFESSIONAL (1ST LEVEL ELIGIBILITY) |                            | MUNICIPAL AGRICULTURE OFFICE |

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Please signify your interest in writing and attach the following documents to your application letter and send to the address below not later than **NOVEMBER 23, 2020**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period prior to application (for promotion and transfer);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records (TOR), Diploma, Special Order (SO) if school is not accredited (if accredited, should be stated in the TOR or CAV), and CHED Certificate of Authenticity and Validity (CAV), as proof of highest education attained declared in the PDS;
5. Photocopy of Certification of Employment as proof of experience declared in the PDS; and
6. Photocopy of Certificate/Certification of Training/Seminar as proof of Training/Seminar attended declared in the PDS.

**QUALIFIED APPLICANTS** are advised to hand in their applications to:

**ERMALYN C. BONSO-GANOTISE, MPA**  
Administrative Officer IV  
Human Resource Management Office  
LGU - Braulio E. Dujali, Davao del Norte

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