

Republic of the Philippines
DEVELOPMENT ACADEMY OF THE PHILIPPINES
Request for Publication of Vacant Positions

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Supervising Human Resource Specialist

DND JAN-10-2025 2:26PM
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To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEVELOPMENT ACADEMY OF THE PHILIPPINES in the CSC website:

Richa S. Tibo
RICHAS. TIBO

HRMO

Date: January 10, 2025

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	DEPARTMENT MANAGER III	15	14	131,124	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention	Five (5) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Building collaborative, inclusive working relationships, Managing and Coaching for results, Leading change, Thinking strategically and creatively, and Creating and nurturing a high performing organization	Finance Department
2	FELLOW I	64	13	102,690	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention	Five (5) years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	Building collaborative, inclusive working relationships, Managing and Coaching for results, Leading change, Thinking strategically and creatively, and Creating and nurturing a high performing organization	Center for CES Development
3	RECORDS OFFICER IV	198	12	80,003	Bachelor's degree	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Administrative Department
4	BUYER V	586	9	31,320	Completion of two (2) years studies in college	Sixteen (16) hours of relevant training	Three (3) years of relevant work experience	Career Service Sub Professional / First Level Eligibility		Administrative Department

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 20, 2025

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (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:

RICHA S. TIBO
Division Chief, HRMD
DAP Bldg., San Miguel, Ortigas, Pasig City
academyhr@dap.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.