

Republic of the Philippines
SOUTHERN PHILIPPINES DEVELOPMENT AUTHORITY
Publication of Vacant Positions



| 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 | LEGAL ASSISTANT II | II.A.3. | 12 | 22,938.00 | BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses | 4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure | None Required | Career Service (Professional) Second Level Eligibility | | Davao City |
| 2 | Accountant II | V.A.2 | 16 | 33,584.00 | Degree in Commerce/ Business Administration major in Accounting | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | | Davao City |
| 3 | Nothing Follows | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |

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 29, 2021.

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:

FAMIDA B. BIRUAR
HRMO
SPDA Office, 4th Floor Karpentrade Bldg. Km. 2 Mac Arthur Hiway, Matina, Davao City
fsb_04@spda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.