

Republic of the Philippines  
**HUMAN SETTLEMENTS ADJUDICATION COMMISSION**  
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 HUMAN SETTLEMENTS ADJUDICATION COMMISSION in the CSC website:

**MARIA SOFIA M. BARRO**

**HRMO**

Date: 01 September 2021

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	Chief Administrative Officer	HSACB- CADO-13- 2019	24	86,742.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/manag ement learning and development intervention	4 years of supervisory/ma nagement experience	Career Service Professional /Second Level eligibility	N/A	Administrative and Finance Division, Regional Adjudication Branch VI (Iloilo City)
2	Housing and Homesite Regulation Officer III	HSACB- HHRO3-17- 2019	16	36,628.00	Bachelor's Degree	4 hours of relevant training	1 Year Relevant Experience	Career Service Professional /Second Level eligibility	N/A	Legal Division, Regional Adjudication Branch V (Legazpi City, Albay)
3	Housing and Homesite Regulation Officer II	HSACB- HHRO2-11- 2019	13	28,276.00	Bachelor's Degree	None Required	None Required	Career Service Professional /Second Level eligibility	N/A	Legal Division, Regional Adjudication Branch XIII (Butuan City)

4	Administrative Officer IV	HSACB-ADOF4-15-2019	15	33,575.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 Year Relevant Experience	Career Service Professional /Second Level eligibility	N/A	Administrative and Finance Division, Regional Adjudication Branch VIII (Tacloban City)
5	Sheriff II	HSACB-SHE2-4-2019	7	17,179.00	Completion of 2 Years Studies in College	None Required	None Required	Career Service Sub-Professional /First Level eligibility	N/A	Legal Division, Regional Adjudication Branch IV-A (Calamba, Laguna)

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 12 September 2021. Applicants are also required to fill-out the HSAC Online Recruitment Form ([bit.ly/HSAC090121](http://bit.ly/HSAC090121)) and upload the PDF files of all the required documents therein.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (CS Form No. 212 including its attachment, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://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:

**MS. MARIA SOFIA M. BARRO**

Chief Administrative Officer, Human Resource Development Division-Administrative Service

HLURB Bldg., Kalayaan Ave., cor. Mayaman St., Diliman, Quezon City

[careers@hsac.gov.ph](mailto:careers@hsac.gov.ph)

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