

ANNEX D - 1

QS for Department Head and Assistant Department Head positions created by the Local Sanggunian through an Ordinance which are not included in RA No. 7160 or other Special Laws

QS for the positions created by the Local Sanggunian that were approved by the CSC through a Resolution:

| LGU | POSITION | SALARY GRADE | LEVEL | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | CSC RESOLUTION NO. |
|---|--|---------------------|--------------|---|---|--|---|---------------------------------|
| Provincial Government of Misamis Oriental | Provincial Government Department Head (Provincial Health Insurance Officer) | 26 | 2 | Bachelor's degree | 5 years of in position/s involving management/ supervision, 1 year of which is relevant to Health Insurance | 32 hours of training on management/ supervision, 1 year of which is relevant to health insurance | Career Service Professional/ Second Level Eligibility | 1700247 dated 26 January 2017 |
| Provincial Government of Ilocos Sur | Provincial Government Department Head (Provincial Human Resource Management Officer) | 26 | 2 | Bachelor's degree in Psychology, Human Resource Management or Public Administration | 5 years in positions involving management/ supervision | 32 hours of training in management and supervision relevant to Human Resource work | Career Service Professional/ Second Level Eligibility | 1701300 dated 06 September 2017 |
| Provincial Government of Catanduanes | Provincial Government Department Head I (Provincial Equipment Pool Officer) | 26 | 2 | Bachelor of science in Mechanical Engineering | 5 years supervisory/ management experience | None required | RA 1080, as amended, (Mechanical Engineer) | 1900902 dated 06 August 2019 |

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| Provincial Government of Aklan | Provincial Government Department Head (Provincial Internal Audit Service Officer) | 26 | 2 | Bachelor's degree in Accounting, Public Administration, Criminology, Information Technology, Computer Science, or other related courses relevant to the job | 5 years of experience in internal auditing, management and supervision | None required | Career Service Professional/ Second Level Eligibility | 1900047 dated 15 January 2019 |
| Provincial Government of Misamis Occidental | Provincial Government Department Head (Provincial Internal Auditor) | 26 | 2 | Bachelor's degree preferably in Accounting, Law, Business Administration or any related course | 5 years of experience in internal audit work in a supervisory/ managerial capacity | 32 hours of training on management/supervision | Career Service Professional/ Second Level Eligibility/ Appropriate RA 1080, as amended, (Attorney/Board) | 1501343 dated 03 November 2015 |
| Provincial Government of Misamis Oriental | Provincial Government Department Head (Provincial Internal Auditor) | 26 | 2 | Bachelor's degree | 5 years in positions involving management/ supervision, 1 year of which is relevant to internal audit work | 32 hours of training on management/supervision, 1 year of which is relevant to internal audit work | Career Service Professional/ Second Level Eligibility | 1700247 dated 26 January 2017 |
| Provincial Government of Camarines Norte | Provincial Government Department Head (Provincial Internal Auditor) | 26 | 2 | Bachelor of Science in Business Administration Major in Internal Auditing/ Accounting or Bachelor of Science in Accountancy or Bachelor of Laws | 5 years of experience in internal auditing, management and supervision | None required | Career Service Professional/ Second Level Eligibility | 1801155 dated 30 October 2018 |

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| City Government of General Santos | City Government Department Head II (City Building Official) | 26 | 2 | Bachelor's degree in Civil Engineering or Architecture | 5 years of diversified and professional experience in building design and construction | 32 hours of supervisory/management learning and development intervention | Relevant RA 1080, as amended | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Department Head II (City Economic Management and Cooperative Officer) | 26 | 2 | Bachelor's degree preferably in Business Administration, Economics or other related course | 5 years of experience in economic management and cooperative organization | 32 hours of supervisory/management learning and development intervention | Career Service Professional/Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Department Head II (City Hospital Administrator) | 26 | 2 | Bachelor's degree | 5 years of experience in management and administration work | 32 hours of supervisory/management learning and development intervention | Career Service Professional/Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Department Head II (City Housing and Land Management Officer) | 26 | 2 | Bachelor's degree preferably in Engineering, Sociology or other related course | 5 years of experience in planning, organizing and coordinating in the development and implementation of housing programs and projects | 32 hours of supervisory/management learning and development intervention | Career Service Professional/Second Level Eligibility | 2100134 dated 16 February 2021 |

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| City Government of General Santos | City Government Department Head II (City Human Resource Management & Development Officer) | 26 | 2 | Bachelor's degree preferably in Public/ Business Administration, Law or other related course | 5 years of experience in human resource management and development functions | 32 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Department Head II (City Internal Auditor) | 26 | 2 | Bachelor's degree in Business Administration, law or any other related course | 5 years of experience in internal auditing work | 32 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Department Head II (City Public Safety Officer) | 26 | 2 | Bachelor's degree | 5 years of relevant experience in the following areas: transportation and traffic management, disaster management, public safety and security | 32 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Department Head II (City Waste Management Officer) | 26 | 2 | Bachelor's degree preferably in Sanitary Engineering, Environment or other related courses | 5 years of experience in the implementation of waste management projects and programs | 32 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |

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| City Government of Candon, Ilocos Sur | City Government Assistant Department Head I (City Economic Enterprise Development Officer I) | 25 | 2 | Bachelor's degree preferably in Development Studies, Economic, Public Administration or any related course | 5 years of experience in the implementation of programs on economic enterprise development | None required | Career Service Professional/ Second Level Eligibility | 1901528 dated 17 December 2019 |
| City Government of Candon, Ilocos Sur | City Government Assistant Department Head I (City Internal Auditor) | 25 | 2 | Bachelor of Science in Accountancy | 5 years of experience in the accountancy or auditing service | None required | RA 1080, as amended, (CPA) | 1901528 17 December 2019 |
| City Government of Borongan Samar | City Government Department Head I (City Transportation Regulation Officer) | 25 | 2 | Bachelor's degree in Public Administration, Commerce, Business Administration and Management and other allied courses | 5 years of relevant experience | None required | Career Service Professional/ Second Level Eligibility | 2100700 dated 24 August 2021 |
| City Government of Baguio | City Government Department Head II (City Human Resource Management Officer) | 26 | 2 | Bachelor's degree relevant to the job and Master's degree in Management or any Master's degree relevant to the job | 5 years of experience in administration, execution, coordination and supervision of various activities involved in personnel | 48 hours of training on management/ supervision | Career Service (Professional) Appropriate Second Level Eligibility | 061804 dated 09 October 2006 |

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| | | | | | operations, functions or other related work | | | |
| City Government of Bislig, Province of Surigao del Sur | City Government Department Head I (City Human Resource Management Officer) | 25 | 2 | Bachelor's degree in Psychology or Public Administration or any allied field related to the job | 5 years of supervisory experience in Human Resource Management (HRM) or Human Resource Development (HRD) or Organizational Development (OD) or any related field | None required | Career Service Professional/ Second Level Eligibility | 2001023 dated 03 December 2020 |
| Provincial Government of Marinduque | Provincial Government Assistant Department Head (Assistant Provincial Agriculturist) | 24 | 2 | Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine | 4 years of experience in agriculture or in any related field | None required | RA 1080, as amended* *Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Description Form | 2100385 dated 04 May 2021 |

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| City Government of Baguio | City Government Assistant Department Head II (Assistant City Civil Registrar) | 24 | 2 | Master's degree in Management or Master's degree relevant to the job | 5 years of experience in civil registry work | 48 hours of supervisory/ management training | Career Service Professional/ Second Level Eligibility | 1700942 dated 05 June 2017 |
| City Government of Candon, Ilocos Sur | City Government Assistant Department Head II (Assistant City Health Officer) | 24 | 2 | Doctor of Medicine | 3 years of experience as Medical Practitioner | None required | RA 1080, as amended, (Physician) | 1901528 17 December 2019 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant Secretary to the Sanggunian) | 24 | 2 | Bachelor's degree preferably in Law, Commerce or Public Administration | 3 years of relevant experience | 16 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of Baguio | City Government Assistant Department Head II (Assistant City Secretary II) | 24 | 2 | Bachelor's degree relevant to the job and Master's degree in Management or Master's degree relevant to the job | 5 years of experience in legislative works and in coordinating, directing and supervising activities of personnel | 48 hours of training on management/supervision | Career Service (Professional) Appropriate Second Level Eligibility) | 061804 dated 09 October 2006 |

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| City Government of General Santos | City Government Assistant Department Head II (Assistant City Accountant) | 24 | 2 | Bachelor of Science in Accounting/ Accountancy | 3 years of experience in the treasury or accounting service | 16 hours of supervisory/ management learning and development intervention | RA 1080, as amended, (CPA) | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Administrator) | 24 | 2 | Bachelor's degree preferably in Public Administration, law or any other related courses | 3 years of experience in management and administration work | 16 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Agriculturist) | 24 | 2 | Bachelor's degree in Agriculture or any related course | 3 years of experience as agriculturist or experience in a related field | 16 hours of supervisory/ management learning and development intervention | RA 1080, as amended, (Agriculturist) | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Budget Officer) | 24 | 2 | Bachelor's degree preferably in Accounting, Economics, Public Administration or any related courses | 3 years of experience in government budgeting or any related field | 16 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II | 24 | 2 | Bachelor's degree | 3 years of experience in civil registry work | 16 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |

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| | (Assistant City Civil Registrar) | | | | | | | |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Engineer) | 24 | 2 | Bachelor of Science in Civil Engineering | 3 years of experience in the practice of profession | 16 hours of supervisory/ management learning and development intervention | RA 1080, as amended, (Civil Engineer) | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Environment & Natural Resources Officer) | 24 | 2 | Bachelor's degree preferably in Environment, Forestry, Agriculture or any related course | 3 years of experience in environmental and natural resources management, conservation and utilization | 16 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City General Services Officer) | 24 | 2 | Bachelor's degree in Public Administration, Business Administration and Management | 3 years of experience in general services, including management of supply, property and general sanitation | 16 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |

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| City Government of General Santos | City Government Assistant Department Head II (Assistant City Health Officer) | 24 | 2 | Doctor of Medicine | 3 years of experience in the practice of medicine | 16 hours of supervisory/ management learning and development intervention | RA 1080, as amended, (Physician) | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Housing and Land Management Officer) | 24 | 2 | Bachelor's degree preferably in Engineering, Sociology or other related courses | 3 years of experience in planning, organizing and coordinating in the development and implementation of housing programs and projects | 16 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Human Resource Management & Development Officer) | 24 | 2 | Bachelor's degree preferably in Public/ Business Administration, Law or other related courses | 3 years of experience in human resource management and development functions | 16 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Internal Auditor) | 24 | 2 | Bachelor's degree in Business Administration, law or any other related course | 3 years of experience in internal auditing work | 16 hours of supervisory/ management learning and development intervention | Career Service Professional/ Second Level Eligibility | 2100134 dated 16 February 2021 |

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| City Government of General Santos | City Government Assistant Department Head II (Assistant City Legal Officer) | 24 | 2 | Bachelor of Laws/Juris Doctor | 3 years of experience in the practice of law | 16 hours of supervisory/management learning and development intervention | RA 1080, as amended, (Attorney) | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Public Safety Officer) | 24 | 2 | Bachelor's degree | 3 years of relevant experience in the following areas: transportation and traffic management, disaster management, public safety and security | 16 hours of supervisory/management learning and development intervention | Career Service Professional/Second Level Eligibility | 2100134 dated 16 February 2021 |
| City Government of General Santos | City Government Assistant Department Head II (Assistant City Social Welfare & Development Officer) | 24 | 2 | Bachelor of Science in Social Work | 3 years of experience in the practice of social work | 16 hours of supervisory/management learning and development intervention | RA 1080, as amended, (Social Worker) | 2100134 dated 16 February 2021 |
| City Government of Baguio | City Government Assistant Department Head II (Secretary to the Mayor) | 24 | 2 | Bachelor's degree relevant to the job | 5 years in positions involving management and supervision | 48 hours of relevant training | Career Service (Professional) Second Level Eligibility | 061804 dated 09 October 2006 |

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| City Government of Baguio | City Government Assistant Department Head II (Assistant City Social Welfare and Development Officer) | 24 | 2 | Bachelor's degree preferably in Social Work and Master's degree in Management or Master's degree relevant to the job | 5 years of experience in community organizing, social and welfare work | 48 hours of training on management/supervision | RA 1080 (Social Work) | 061804 dated 09 October 2006 |
| City Government of Baguio | City Government Assistant Department Head II (Assistant City Veterinarian) | 24 | 2 | Doctor of Veterinary Medicine and Master's degree in Management or Master's degree relevant to the job | 5 years of experience in relevant experience | 48 hours of relevant training | RA 1080 (Veterinarian) | 061804 dated 09 October 2006 |
| City Government of Borongan Samar | City Government Assistant Department Head I (Assistant City Budget Officer) | 23 | 2 | Bachelor's degree in Accounting, Economics, Public Administration or any related course | 3 years of relevant experience | None required | Career Service Professional/ Second Level Eligibility | 2100700 dated 24 August 2021 |
| City Government of Borongan Samar | City Government Assistant Department Head I (Assistant City Health Officer) | 23 | 2 | Doctor of Medicine | 3 years of relevant experience | None required | RA 1080, as amended, (Physician) | 2100700 dated 24 August 2021 |

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| City Government of Borongan Samar | City Government Assistant Department Head I (Assistant City Human Resource Management Officer) | 23 | 2 | Bachelor's degree in Psychology, Human Resource Management, Public Administration, Commerce, Business Administration & Management or other allied courses | 3 years of relevant experience | None required | Career Service Professional/ Second Level Eligibility | 2100700 dated 24 August 2021 |
| City Government of Borongan Samar | City Government Assistant Department Head I (Assistant City Market Supervisor) | 23 | 2 | Bachelor's degree in Public Administration, Commerce, Business Administration and Management and other allied courses | 3 years of relevant experience | None required | Career Service Professional/ Second Level Eligibility | 2100700 dated 24 August 2021 |
| City Government of Borongan Samar | City Government Department Head I (Assistant City Social Welfare & Development Officer) | 23 | 2 | Bachelor of Science in Social Work | 3 years of relevant experience | None required | RA 1080, as amended, (Social Worker) | 2100700 dated 24 August 2021 |

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|---|--|---------------------|--------------|--|---|---|---|---------------------------------|
| Municipal Government of Tagudin, Ilocos Sur | Municipal Government Department Head I (Human Resource Management Officer) | 24 | 2 | Bachelor's degree in Psychology, Human Resource Management, Public Administration, Office Administration, Business Administration, Mass Communication, or other allied courses | 3 years of relevant experience | None required | Career Service Professional/ Second Level Eligibility | 1801495- dated 11 December 2018 |
| Municipal Government of Bantay, Ilocos Sur | Municipal Government Department Head I (Municipal Business Permits and Licensing Officer) | 24 | 2 | Bachelor's degree preferably in Business Administration or any related course from a recognized college or university | 3 years experience in business permits and licensing | None required | Career Service Professional/ Second Level Eligibility | 1900180 dated 26 February 2019 |
| Municipal Government of Lopez Jaena, Misamis Occidental | Municipal Government Department Head I (Municipal Economic Enterprise Development Officer) | 24 | 2 | Bachelor's degree relevant to the job | 4 years of experience in management and supervision related to integrated livelihood/ enterprises and employment for economic development | 24 hours of training in planning, supervision, coordination and/or management and development of economic enterprises in Local Government Units | Career Service Professional/ Second Level Eligibility | 1600203 dated 23 February 2016 |

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|---|--|---------------------|--------------|--|---|-----------------|---|--------------------------------|
| Municipal Government of Taytay, Province of Palawan | Municipal Government Department Head I (Municipal Equipment Pool Officer) | 24 | 2 | Bachelor's degree preferably in Mechanical Engineering, Electrical Engineering, or any allied courses | 3 years of experience in management and/or operations, utilization and maintenance of light and heavy equipment | None required | Relevant RA 1080, as amended | 2001096 dated 28 December 2020 |
| Municipal Government of Tarangan, Samar | Municipal Government Department Head I (Municipal Internal Audit System Officer) | 24 | 2 | Bachelor's degree in Accounting, Public Administration, Criminology, Information Technology, Social Science and other related course relevant to the job | 3 years of experience in management and supervision | None required | Career Service Professional/ Second Level Eligibility | 20001049 dated 8 December 2020 |