



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
<http://region2.dilg.gov.ph>

November 15, 2024

DIR. REWINA D. ARUGAY
Provincial Director
Cagayan-Batanes Field Office
Civil Service Commission 2
RGC, Carig, Tuguegarao City, Cagayan
cscreg2cbfopub@gmail.com

Dear **Dir. Arugay**:

Mabuhay!

Pursuant to Memorandum Circular No. 17 series of 2002, we are respectfully submitting the attached Notice of Vacant Positions in DILG Region 2 for publication.

Our warmest regards.

Very truly yours,

(sgd.)
AGNES A. DE LEON, CESO IV
Regional Director

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R02-FAD-2024-11-15-004

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
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 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT in the CSC website:

(sgd.)
MARIA LUISA C. DY
HRMO III

Date: November 15, 2024

| 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 | Local Government Operations Officer II (LGOO II) | OSEC-DILGB-LGOO2-81-1998 | 13 | Php 32,870.00 | Bachelor's Degree | None Required | None Required | Career Service (Professional) Second Level Eligibility | Level 2 on the ff. CORE Competencies: 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; and 4. Organizational Sensitivity. Level 1 on the Functional Competencies: 1. Effective Communication; 2. Influence; 3. Managing Knowledge and Forum; 4. Policy Research and Analysis; 5. Program Development and Management; 6. Relationship Building; and 7. Technical Proficiency on Local Governance Operations. | Isabela |

Interested and qualified applicants should signify their interest in writing indicating the **specific item number and location of the position applying for**. Attach the following documents to the application letter and send to the address below not later than November 25, 2024.

- 1. Duly accomplished and notarized Personal Data Sheet (PDS) with thumbmark and recent passport-sized picture (with name tag and signature). Form CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph;
- 2. Work Experience Sheet (if applicable);
- 3. Performance rating in the last rating period (if applicable);
- 4. Photocopy of certificate of eligibility/rating/license; and
- 5. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

AGNES A. DE LEON, CESO IV
Regional Director
RGC, Carig Sur, Tuguegarao City, Cagayan
r2dilq@yahoo.com

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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