

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: August 28, 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 III (LGOO III)	OSEC-DILGB-LGOO3-4-2013	15	Php 38,413.00	Bachelor's Degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant work experience	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; 4. Organizational Sensitivity; Level 1 on the Functional Competencies: 1. Effective Communication ; 2. Influence; 3. Managing Knowledge and Information; 4. Policy Research and Analysis; 5. Program Development and Management; 6. Relationship Building; 7. Technnical Proficiency on Local Governance Operations.	Isabela
2	Administrative Assistant II (Disbursing Officer II)	OSEC-DILGB-ADAS2-97-2005	8	Php 20,534.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	Level 1 on the ff. CORE Competencies: 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; Level 1 on the Functional Competencies: 1. Critical/analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/data/records management; 5. Administrative services proficiency.	Quirino

3	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-105-2005	4	Php 16,209.00	Completion of Two-Year Studies in College	None required	None required	Career Service (Sub-Professional) First Level eligibility	<p>Level 1 on the ff. CORE Competencies:</p> <ol style="list-style-type: none"> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity. <p>Level 1 on the Functional Competencies:</p> <ol style="list-style-type: none"> 1. Critical/Analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/Data/Records Management; 5. Administrative/Support Services Proficiency 	Nueva Vizcaya
4	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-96-2005	4	Php 16,209.00	Completion of Two-Year Studies in College	None required	None required	Career Service (Sub-Professional) First Level eligibility	<p>Level 1 on the ff. CORE Competencies:</p> <ol style="list-style-type: none"> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity. <p>Level 1 on the Functional Competencies:</p> <ol style="list-style-type: none"> 1. Critical/Analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/Data/Records Management; 5. Administrative/Support Services Proficiency 	Isabela
5	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-100-2005	4	Php 16,209.00	Completion of Two-Year Studies in College	None required	None required	Career Service (Sub-Professional) First Level eligibility	<p>Level 1 on the ff. CORE Competencies:</p> <ol style="list-style-type: none"> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity. <p>Level 1 on the Functional Competencies:</p> <ol style="list-style-type: none"> 1. Critical/Analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/Data/Records Management; 5. Administrative/Support Services Proficiency 	Cagayan

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 September 7, 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

r2dilg@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.