

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:

MARIE JOY S. LUENGAS  
HRMO

Date: August 10, 2020

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.	ATTORNEY IV	OSEC-DILGB-ATY4-95-2010	23	75359	Bachelor of Laws	8 hours relevant training	2 years of relevant experience	RA 1080	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3  <b>Functional Competencies:</b> 1. Critical and Analytical Thinking= 3 2. Collaboration (Working with Others) = 3 3. Process Orientation = 3 4. Information/Data/Records Management = 3 5. Unit-based Proficiency = 3	DILG - REGIONAL OFFICE
2.	LGOO VI	OSEC-DILGB-LGOO6-74-1998	22	66867	Bachelor's Degree	Completion of training course for LGOO's	3 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3	DILG-SURIGAO DEL NORTE
3.	LGOO VI	OSEC-DILGB-LGOO6-231-2010	22	66867	Bachelor's Degree	Completion of training course for LGOO's	3 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position	<b>Functional Competencies:</b> 1. EFFECTIVE COMMUNICATION= 3 2. INFLUENCE = 3 3. MANAGING KNOWLEDGE AND INFORMATION = 3 4. POLICY RESEARCH AND ANALYSIS = 3 5. PROGRAM DEVELOPMENT AND MANAGEMENT = 3 6. RELATIONSHIP BUILDING = 3	DILG-PROVINCE OF DINAGAT ISLANDS
4.	LGOO VI	OSEC-DILGB-LGOO6-740-2017	22	66867	Bachelor's Degree	Completion of training course for LGOO's	3 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG-PROVINCE OF DINAGAT ISLANDS
5.	LGOO VI	OSEC-DILGB-LGOO6-744-2017	22	66867	Bachelor's Degree	Completion of training course for LGOO's	3 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - AGUSAN DEL SUR

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6.	LGOO V	OSEC-DILGB-LGOO5-632-1998	20	52703	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3  <b>Functional Competencies:</b> 1. EFFECTIVE COMMUNICATION= 2 2. INFLUENCE = 2 3. MANAGING KNOWLEDGE AND INFORMATION = 2 4. POLICY RESEARCH AND ANALYSIS = 2 5. PROGRAM DEVELOPMENT AND MANAGEMENT = 2 6. RELATIONSHIP BUILDING = 2 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE = 2	DILG-SURIGAO DEL NORTE
7.	LGOO V	OSEC-DILGB-LGOO5-688-1998	20	52703	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG-SURIGAO DEL NORTE
8.	LGOO V	OSEC-DILGB-LGOO5-93-2010	20	52703	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - BUTUAN CITY
9.	LGOO V	OSEC-DILGB-LGOO5-550-1998	20	52703	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - AGUSAN DEL SUR
10.	LGOO V	OSEC-DILGB-LGOO5-648-1998	20	52703	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		LGMD- DILG REGIONAL OFFICE XIII
11.	LGOO V	OSEC-DILGB-LGOO5-606-1998	20	52703	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		LGMD- DILG REGIONAL OFFICE XIII
12.	LGOO V	OSEC-DILGB-LGOO5-686-1998	20	52703	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		LGCD - DILG REGIONAL OFFICE XIII
13.	LGOO V	OSEC-DILGB-LGOO5-643-1998	20	52703	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		LGCD - DILG REGIONAL OFFICE XIII



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14.	LGOO IV	OSEC-DILGB-LGOO4-77-1998	18	42159	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3  <b>Functional Competencies:</b> 1. EFFECTIVE COMMUNICATION= 2 2. INFLUENCE = 2 3. MANAGING KNOWLEDGE AND INFORMATION = 2 4. POLICY RESEARCH AND ANALYSIS = 2 5. PROGRAM DEVELOPMENT AND MANAGEMENT = 2 6. RELATIONSHIP BUILDING = 2 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE = 2	DILG - LGCDD, REGIONAL OFFICE
15.	LGOO III	OSEC-DILGB-LGOO3-67-1998	15	32053	Bachelor's Degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant experience	Career Service (Professional);Appropriate Eligibility for Second Level Position	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 2 2. CUSTOMER-FOCUS = 2 3. ENSURING EXCELLENT RESULTS = 2 4. ORGANIZATIONAL SENSITIVITY = 2	DILG - BUTUAN CITY
16.	LGOO III	OSEC-DILGB-LGOO3-76-1998	15	32053	Bachelor's Degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant experience	Career Service (Professional);Appropriate Eligibility for Second Level Position	<b>Functional Competencies:</b> 1. EFFECTIVE COMMUNICATION= 1 2. INFLUENCE = 1 3. MANAGING KNOWLEDGE AND INFORMATION = 1 4. POLICY RESEARCH AND ANALYSIS = 1 5. PROGRAM DEVELOPMENT AND MANAGEMENT = 1	DILG - CABADBARAN CITY
17.	LGOO II	OSEC-DILGB-LGOO2-832-1998	13	26754	Bachelor's Degree	None Required	None Required	Career Service (Professional);Appropriate Eligibility for Second Level Position	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 2 2. CUSTOMER-FOCUS = 2 3. ENSURING EXCELLENT RESULTS = 3	DILG - AGUSAN DEL SUR
18.	LGOO II	OSEC-DILGB-LGOO2-831-1998	13	26754	Bachelor's Degree	None Required	None Required	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - AGUSAN DEL SUR

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19.	LG00 II	OSEC-DILGB-LG002-822-1998	13	26754	Bachelor's Degree	None Required	None Required	Career Service (Professional);Appropriate Eligibility for Second Level Position	3. ENSURING EXCELLENT RESULTS = 2 4. ORGANIZATIONAL SENSITIVITY = 2  <b>Functional Competencies:</b> 1. EFFECTIVE COMMUNICATION= 1 2. INFLUENCE = 1 3. MANAGING KNOWLEDGE AND INFORMATION = 1 4. POLICY RESEARCH AND ANALYSIS = 1 5. PROGRAM DEVELOPMENT AND MANAGEMENT = 1 6. RELATIONSHIP BUILDING = 1 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE = 1	DILG - SURIGAO DEL SUR
20.	LG00 II	OSEC-DILGB-LG002-882-1998	13	26754	Bachelor's Degree	None Required	None Required	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - PROVINCE OF DINAGAT ISLANDS
21.	LG00 II	OSEC-DILGB-LG002-819-1998	13	26754	Bachelor's Degree	None Required	None Required	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - SURIGAO DEL NORTE
22.	LG00 II	OSEC-DILGB-LG002-827-1998	13	26754	Bachelor's Degree	None Required	None Required	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - SURIGAO DEL NORTE
23.	ADMIN. ASST. III /SR. BOOKKEEPER	OSEC-DILGB-ADAS3-91-2005	9	18784	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional); Appropriate Eligibility for First Level Position	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 1 2. CUSTOMER-FOCUS = 1 3. ENSURING EXCELLENT RESULTS = 1 4. ORGANIZATIONAL SENSITIVITY =12  <b>Functional Competencies:</b> 1. Critical and Analytical Thinking= 1 2. Collaboration (Working with Others) = 1 3. Process Orientation = 1 4. Information/Data/Records Management = 1 5. Unit-based Proficiency: = 1	DILG - FAD, REGIONAL OFFICE
24.	ADMIN. ASST. II / ACCOUNTING CLERK III	OSEC-DILGB-ADAS2-359-2005	8	17505	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - AGUSAN DEL SUR
25.	ADMIN. ASST. II / ACCOUNTING CLERK III	OSEC-DILGB-ADAS2-356-2005	8	17505	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - FAD, REGIONAL OFFICE
26.	ADMIN. AIDE IV (CLERK II)	OSEC-DILGB-ADA4-90-2010	4	13807	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 1 2. CUSTOMER-FOCUS = 1 3. ENSURING EXCELLENT RESULTS = 1	DILG - AGUSAN DEL NORTE (Cabadbaran City)
27.	ADMIN. AIDE IV (CLERK II)	OSEC-DILGB-ADA4-87-2010	4	13807	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - SURIGAO DEL SUR (Bislig City)
28.	ADMIN. AIDE IV (CLERK II)	OSEC-DILGB-ADA4-292-2005	4	13807	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - SURIGAO DEL SUR



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29.	ADMIN. AIDE IV (CLERK II)	OSEC-DILGB-ADA4-290-2005	4	13807	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position	3. ENSURING EXCELLENT RESULTS = 1 4. ORGANIZATIONAL SENSITIVITY = 12  <b>Functional Competencies:</b> 1. Critical and Analytical Thinking= 1 2. Collaboration (Working with Others) = 1 3. Process Orientation = 1 4. Information/Data/Records Management = 1 5. Unit-based Proficiency: = 1	DILG - BUTUAN CITY
30.	ADMIN. AIDE IV (CLERK II)	OSEC-DILGB-ADA4-23-2005	4	13807	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - PROVINCE OF DINAGAT ISLANDS
31.	ADMIN. AIDE IV (CLERK II)	OSEC-DILGB-ADA4-288-2005	4	13807	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - SURIGAO DEL NORTE
32.	ADMIN. AIDE IV (CLERK II)	OSEC-DILGB-ADA4-291-2005	4	13807	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - AGUSAN DEL SUR

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below or email to [official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph) / [personnelsection.r13@gmail.com](mailto:personnelsection.r13@gmail.com) not later than **SEPTEMBER 1, 2020**.

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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Certified True Copy of Authenticated Certificate of Eligibility / Rating / License; and
4. Certified True Copy of Transcript of Records.

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

**LILIBETH A. FAMACION, CESO III**  
Regional Director

DILG-REGIONAL OFFICE XIII, Purok 1A, Upper Doongan, Butuan City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.