

Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Request for Publication of Vacant Positions



DILG - REGION XI  
RELEASED  
DATE: APR 28 2021  
TIME: 3:10 pm  
MARIE JOY S. LUENGAS  
HRMO

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:

Date: April 28, 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.	LOCAL GOVERNMENT OPERATIONS OFFICER VI	OSEC-DILGB-LGOO6-747-2017	22	68415	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  <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 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE = 3	DILG-AGUSAN DEL SUR
2.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-648-1998	20	54251	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	LG MED- DILG REGIONAL OFFICE XIII
3.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-606-1998	20	54251	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>Functional Competencies:</b> 1. EFFECTIVE COMMUNICATION = 2 2. INFLUENCE = 2	LG MED- DILG REGIONAL OFFICE XIII

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4.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-686-1998	20	54251	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position	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	LGCCD - DILG REGIONAL OFFICE XIII
5.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-643-1998	20	54251	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position		LGCCD - DILG REGIONAL OFFICE XIII
6.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-689-1998	20	54251	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position		DILG - SURIGAO DEL NORTE
7.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-671-1998	20	54251	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position		DILG- AGUSAN DEL NORTE
8.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-784-1998	20	54251	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position		DILG - SURIGAO DEL SUR
9.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-694-1998	20	54251	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position		DILG-AGUSAN DEL SUR
10.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-644-1998	20	54251	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position		DILG-PROVINCE OF DINAGAT ISLANDS
11.	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-547-1998	20	54251	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position	<div data-bbox="1714 916 2090 1098" data-label="Image"> </div>	DILG-SURIGAO DEL SUR
12.	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-77-1998	18	43681	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e 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	DILG - LGCCD, REGIONAL OFFICE



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13.	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-119-1998	18	43681	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position	4. ORGANIZATIONAL SENSITIVITY = 3  <b>Functional Competencies:</b> 1. EFFECTIVE COMMUNICATION= 2 2. INFLUENCE = 2	DILG- LGCDD, REGIONAL OFFICE
14.	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-117-1998	18	43681	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position	3. MANAGING KNOWLEDGE AND INFORMATION = 2 4. POLICY RESEARCH AND ANALYSIS = 2 5. PROGRAM DEVELOPMENT AND MANAGEMENT = 2	DILG- LGMED, REGIONAL OFFICE
15.	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-118-1998	18	43681	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	Career Service (Professional);Appropriat e Eligibility for Second Level Position	6. RELATIONSHIP BUILDING = 2 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE = 2	DILG- LGMED, REGIONAL OFFICE
16.	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LGOO3-67-1998	15	33575	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);Appropriat e 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
17.	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LGOO3-76-1998	15	33575	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);Appropriat e 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 6. RELATIONSHIP BUILDING = 1 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE = 1	DILG - CABADBARAN CITY
18.	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-832-1998	13	28276	Bachelor's Degree	None Required	None Required	Career Service (Professional);Appropriat e 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 - AGUSAN DEL SUR



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19.	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-827-1998	13	28276	Bachelor's Degree	None Required	None Required	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 6. RELATIONSHIP BUILDING = 1 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE = 1	DILG - SURIGAO DEL NORTE
20.	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-880-1998	13	28276	Bachelor's Degree	None Required	None Required	Career Service (Professional); Appropriate Eligibility for Second Level Position		DILG - SURIGAO DEL SUR
21.	ADMINISTRATIVE ASSISTANT III /SENIOR BOOKKEEPER	OSEC-DILGB-ADAS3-91-2005	9	19593	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	DILG - FAD, REGIONAL OFFICE
22.	ADMINISTRATIVE ASSISTANT II / ACCOUNTING CLERK III	OSEC-DILGB-ADAS2-357-2005	8	18251	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>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
23.	ADMINISTRATIVE ASSISTANT II / ACCOUNTING CLERK III	OSEC-DILGB-ADAS2-360-2005	8	18251	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 - SURIGAO DEL SUR
24.	ADMINISTRATIVE AIDE IV / CLERK II	OSEC-DILGB-ADA4-90-2010	4		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 4. ORGANIZATIONAL SENSITIVITY =12	DILG - AGUSAN DEL NORTE (Cabadbaran City)
25.	ADMINISTRATIVE AIDE IV / CLERK II	OSEC-DILGB-ADA4-87-2010	4		Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position	<b>Functional Competencies:</b> 1. Critical and Analytical Thinking= 1 2. Collaboration (Working with Others) = 1 3. Process Orientation = 1	DILG - SURIGAO DEL SUR (Bislig City)





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26.	ADMINISTRATIVE AIDE IV / CLERK II	OSEC-DILGB-ADA4-292-2005	4		Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position	4. Information/Data/Records Management = 1 5. Unit-based Proficiency: = 1	DILG - SURIGAO DEL SUR
27.	ADMINISTRATIVE AIDE IV / CLERK II	OSEC-DILGB-ADA4-288-2005	4		Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - SURIGAO DEL NORTE
28.	ADMINISTRATIVE AIDE IV / CLERK II	OSEC-DILGB-ADA4-291-2005	4		Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - AGUSAN DEL SUR
29.	ADMINISTRATIVE AIDE IV / CLERK II	OSEC-DILGB-ADA4-89-2010	4		Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - AGUSAN DEL SUR (Bayugan City)
30.	ADMINISTRATIVE AIDE IV / CLERK II	OSEC-DILGB-ADA4-86-2010	4		Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		DILG - SURIGAO CITY

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 **May 10, 2021**.

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

[official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph) / [personnelsection.r13@gmail.com](mailto:personnelsection.r13@gmail.com)



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