



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA Corner Quezon Avenue, QUEZON CITY
www.dilg.gov.ph



MEMORANDUM

TO : BUREAU/SERVICE/REGIONAL DIRECTORS/LGA AND HEADS OF OPERATING UNITS

SUBJECT : NOTICE OF THIRD (3RD) LEVEL VACANCIES

DATE : APRIL 16, 2021

The **Selection Board for Senior Executive Positions (SB-SEP), Local Government Sector** hereby announces the following current and prospective vacancies, to wit:

POSITION	NO. OF VACANCY	STATION	REMARKS
DIRECTOR IV (4)	1	Central Office	Vacated by Dir. Francisco R. Cruz promoted to ASEC
	1	Region 8	Vacated by Dir. Odilon L. Pasaraba promoted to ASEC (appointment as Dir. IV of Pasaraba vice Pedro Noval of Region 8 mandatory retirement
	1	CAR	Vacated by Dir. Marlo L. Iringan promoted to USEC
	1	Region I	Prospective vacancy on June 1, 2021 optional retirement of Dir. James F. Fadrilan
DIRECTOR III (2)	1	Central Office	Prospective vacancy upon appointment of recommendee to OP for D4
	1	NCR	Vacated by Dir. Juan Jovian E. Ingeniero promoted to Dir. IV

LG00 VIII (7)	2	MIMAROPA	Vacated by PD Samuel S. Borja due to death
		MIMAROPA	Prospective vacancy upon appointment of recommendee to OP for D3
	2	Region VI -	Vacated by PD Ferdinand N. Panes due to death
		Region VI	Vacated by PD Roy D. Defiño mandatory retirement
	1	Region VII	Vacated by PD Kenneth S. Kilat optional retirement
	1	Region VIII	Vacated by PD Darwin N. Bibar promoted to Dir. III
	1	Region IX	Prospective vacancy upon appointment of recommendee to OP for D3

Interested qualified personnel may submit their application with the following documents enclosed in **2 copies each**, to wit:

- Updated Personal Data Sheet (PDS) with recent picture
Please fill up the PDS accurately, specifically on the ff:
 - Signature on every page and date accomplished,
 - Item V- Work experience include the designation as OIC,
 - Item VII- L & D put no. of training hour's
 - Signature over printed name of the Person Administering the Oath
- Updated Service Record
- Copy of Dept. Order re: Designation as OIC
- Certification of Performance Rating for the last two (2) years (numerical & adjectival rating per semester);
- Copy of Eligibility (CESO/CESE/CSEE/stage of eligibility process)
- Outstanding accomplishments for the last two (2) years;
- Certificates of Merit/Awards, if any, and

- Certificate of No Pending Case/Clearances (NBI, Ombudsman, Sandiganbayan, CSC).

Regional/Bureau/Service Heads may also nominate a qualified candidate for the said vacancies. All applications/nominations/letter of intent (*indicating therein the preferred station/region*) must be received **not later than May 19, 2021**

Please submit the above requirements to the ***Selection Board Senior Executive Position (SB-SEP) Secretariat c/o Personnel Division, Administrative Service, 23rd Floor, DILG-NAPOLCOM Center, EDSA, corner Quezon Avenue, Quezon City or email at 3rdlevel.ptsdilg@gmail.com.***



MARLO L. IRINGAN, CESO III
Undersecretary for Local Government
and Chair, SB-SEP

Personnel Division, Adm. Service
JJJ/VBM/Liz

