

File

CS Form No. 9
Revised 2018

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



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

**DILG - REGION XI
 RELEASED**

DATE: JAN 18 2021

TIME:

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:

January 12, 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.	ATTORNEY IV	OSEC-DILGB-ATY4-95-2010	23	75359	Bachelor of Laws	8 hours relevant training	2 years of relevant experience	RA 1080	Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 Functional Competencies: 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	Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 Functional Competencies: 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-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		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

sent to encu: Jan 13, 2021

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
6.	LG00 VI	OSEC-DILGB-LG006-717-2017	22	66867	Bachelor's Degree	Completion of training course for LG00's	3 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position	7. TECHNICAL PROFICIENCY: FIELD EXPERTISE = 3	DILG - SURIGAO DEL NORTE
7.	LG00 V	OSEC-DILGB-LG005-632-1998	20	52703	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position	Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 Functional Competencies: 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
8.	LG00 V	OSEC-DILGB-LG005-688-1998	20	52703	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG-SURIGAO DEL NORTE
9.	LG00 V	OSEC-DILGB-LG005-93-2010	20	52703	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - BUTUAN CITY
10.	LG00 V	OSEC-DILGB-LG005-550-1998	20	52703	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - AGUSAN DEL SUR
11.	LG00 V	OSEC-DILGB-LG005-648-1998	20	52703	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		LGMED- DILG REGIONAL OFFICE XIII
12.	LG00 V	OSEC-DILGB-LG005-606-1998	20	52703	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		LGMED- DILG REGIONAL OFFICE XIII
13.	LG00 V	OSEC-DILGB-LG005-686-1998	20	52703	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		LGCCD - DILG REGIONAL OFFICE XIII
14.	LG00 V	OSEC-DILGB-LG005-643-1998	20	52703	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		LGCCD - DILG REGIONAL OFFICE XIII

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15.	LG00 V	OSEC-DILGB-LG005-689-1998	20	52703	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position		DILG - SURIGAO DEL NORTE
16.	LG00 IV	OSEC-DILGB-LG004-77-1998	18	42159	Bachelor's Degree	Completion of training course for LG00's	2 years relevant of experience	Career Service (Professional);Appropriate Eligibility for Second Level Position	Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 Functional Competencies: 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
17.	LG00 III	OSEC-DILGB-LG003-67-1998	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	Core Competencies: 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

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18.	LG00 III	OSEC-DILGB-LG003-76-1998	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	Functional Competencies: 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
19.	LG00 II	OSEC-DILGB-LG002-832-1998	13	26754	Bachelor's Degree	None Required	None Required	Career Service (Professional);Appropriate Eligibility for Second Level Position	Core Competencies: 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
20.	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	Functional Competencies: 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
21.	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	Core Competencies: 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

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22.	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	Functional Competencies: 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.	ADMIN. ASST. II / DISBURSING OFFICER II	OSEC-DILGB-ADAS2-361-2005	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	Core Competencies: 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
24.	ADMIN. ASST. II / DISBURSING OFFICER II	OSEC-DILGB-ADAS2-364-2005	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 - SURIGAO DEL SUR
25.	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	Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 1 2. CUSTOMER-FOCUS = 1 3. ENSURING EXCELLENT RESULTS = 1 4. ORGANIZATIONAL SENSITIVITY =12 Functional Competencies: 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 - AGUSAN DEL NORTE (Cabadbaran City)
26.	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)
27.	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
28.	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		DILG - BUTUAN CITY
29.	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

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30.	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
31.	ADMIN. AIDE IV (CLERK II)	OSEC-DILGB-ADA4-89-2010	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 (Bayugan 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 or email to official@caraga.dilg.gov.ph / personnelsection.r13@gmail.com not later than **JANUARY 25, 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;
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.