



Republic of the Philippines
 DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
 REGION XIII (Caraga Region)
LIST OF VACANT POSITIONS
 As of December 5, 2014

Title of Vacant position	ITEM NO.	NO. OF PERSON(S) NEEDED	SALARY GRADE	EDUCATION	EXPERIENCE	TRAINING REQUIREMENTS	ELIGIBILITY
DIRECTOR III	OSEC-DILGB-DIR3-2-1998	1	27	Bachelor's Degree	3 years supervisory experience		Career Executive Eligibility (CSEE) / Career Executive Service (CES)
IGOO VIII	OSEC-DILGB-IGOO8-75-1998 OSEC-DILGB-IGOO8-69-1998	2	26	Bachelor's Degree	3 years of supervisory experience	at least 24 hours Management Super-vision	Career Executive Eligibility (CSEE) / Career Executive Service (CES)
IGOO V	OSEC-DILGB-IGOO5-656-1998 OSEC-DILGB-IGOO5-637-1998 OSEC-DILGB-IGOO5-550-1998 OSEC-DILGB-IGOO5-627-1998 OSEC-DILGB-IGOO5-643-1998 OSEC-DILGB-IGOO5-670-1998 OSEC-DILGB-IGOO5-683-1998 OSEC-DILGB-IGOO5-685-1998 OSEC-DILGB-IGOO5-689-1998 OSEC-DILGB-IGOO5-775-1998 OSEC-DILGB-IGOO5-777-1998 OSEC-DILGB-IGOO5-787-1998	13	20	Bachelor's degree relevant to the job	2 years relevant experience	Completion of training course for LGOOs	Career Service (Professional); Appropriate Eligibility for Second level Position
IGOO III	OSEC-DILGB-IGOO3-77-1998 OSEC-DILGB-IGOO3-78-1999	2	15	Bachelor's degree relevant to the job	1 year relevant experience	Completion of training course for LGOOs	Career Service (Professional); Second level Eligibility
IGOO II	OSEC-DILGB-IGOO2-814-1998 OSEC-DILGB-IGOO2-831-1998 OSEC-DILGB-IGOO2-832-1998 OSEC-DILGB-IGOO2-879-1998 OSEC-DILGB-IGOO2-819-1998 OSEC-DILGB-IGOO2-827-1998 OSEC-DILGB-IGOO2-865-1998 OSEC-DILGB-IGOO2-829-1998 OSEC-DILGB-IGOO2-882-1998 OSEC-DILGB-IGOO2-813-1998 OSEC-DILGB-IGOO2-822-1998 OSEC-DILGB-IGOO2-833-1998	13	13	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second level Eligibility
STATISTICIAN II	OSEC-DILGB-STAT2-100-2010	1	15	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Career Service (Professional); Second level Eligibility
STATISTICIAN I	OSEC-DILGB-STAT1-101-2010	1	11	Bachelor's degree relevant to the job	None required	None Required	Career Service (Professional); Second level Eligibility
INFORMATION TECH. OFFICER I	OSEC-DILGB-IT01-16-2010	1	19	Bachelor's degree relevant to the job	1 Year relevant experience	4 hours of relevant training	Career Service (Professional); Second level Eligibility

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ACCOUNTANT II	OSEC-DILGB-A2-2-2012	1	16	Bachelor's degree in commerce/ Business Administration major in Accounting	1 year relevant experience	4 hours of relevant training	RA 1080
ADMIN. OFFICER IV/ HRMO II	OSEC-DILGB-ADOP4-104-2010	1	15	Bachelor's degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional); Second level Eligibility
ADMIN. OFFICER III/ Records Officer II	OSEC-DILGB-ADOP3-62-2005	1	14	Bachelor's degree relevant to the job	1 yr. of relevant experience	4 hours relevant training	Career Service (Professional); Second level Eligibility
Admin. Asst. II / Accounting Clerk III	OSEC-DILGB-ADAS2-46-2005 OSEC-DILGB-ADAS2-357-2005	2	8	Completion of two years studies in college	1 yr. of relevant experience	4 hours relevant training	Career Service (Subprofessional); Appropriate Eligibility for First level Position
ADMIN. AIDE VI / Communication Equipment Operator	OSEC-DILGB-ADA6-274-2005 OSEC-DILGB-ADA6-270-2006	2	6	Completion of two years studies in college	None required	None required	Appropriate License; Relevant MC 11 s. 1996
ADMIN. AIDE IV / Clerk II	OSEC-DILGB-ADA4-285-2005 OSEC-DILGB-ADA4-88-2010 OSEC-DILGB-ADA4-87-2010	3	4	Completion of 2 years studies in College	None required	None required	Career Service (Subprofessional); Appropriate Eligibility for First level Position
ENGINEER (Contract of Service)		1	10	Bachelor of Science in Civil Engineering			RA 1080

Minimum Qualifications:

- Male or Female
- Minimum of 3 years experience on Water Supply Development and Implementation (preparation of detailed engineering design, procurement, and construction supervision and operations and maintenance)

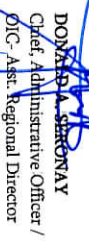
Terms of References:

- Assist the PDDMU Chief concerned in the review of the project proposals, bid documents and bu evaluation reports and detailed engineering design. Prepare official recommendation for the approval of the project proposals and detailed engineering design.
- Provide follow-through technical assistance and advisory to the LGUs in the preparation of the project proposals, bid documents, and detailed engineering design.
- Conduct site validation of the proposed projects prior to the approval of the proposals; conduct work accomplishments validation prior to the release of funds. Validate the consistency of work accomplishments with the fund utilization.
- Attend pre-bid conference and bid openings and ensure that the LGUs comply with policies and requirements of RA 9184.
- Attend various consultation process, initiated by the RosLGUs together with the DILG-CO.
- Prepare the regional monthly accomplishments reports for submission to the DILG Regional Director and the OPDS Director.
- Serve as resource persons/facilitators during workshops being conducted at the regional level.
- Perform other functions as may be required by the Regional Director.
- Assume other duties and responsibilities as may be delegated by the PDDMU chief and other superiors.

Prepared:


MARIE JOY S. JOSENGAS
AO V / HRMO III

Certified Correct:


DOYANADA A. SERONAY
Chief, Administrative Officer /
DIC- Asst. Regional Director

Noted:


LILBETH A. FAMACION, CESO IV
Regional Director