

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



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
AO V / HRMO III
August 19, 2022

Date:

| 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-LG006-222-2010 | 22 | 69963 | Bachelor's Degree | Completion of training course for LGOO's | 3 years relevant of experience | CSC Professional | 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 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE = 3 | DILG - SURIGAO DEL NORTE |
| 2 | LOCAL GOVERNMENT OPERATIONS OFFICER VI | OSEC-DILGB-LG006-226-2010 | 22 | 69963 | Bachelor's Degree | Completion of training course for LGOO's | 3 years relevant of experience | CSC Professional | Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Functional Competencies: 1. EFFECTIVE COMMUNICATION 2. INFLUENCE 3. MANAGING KNOWLEDGE AND INFORMATION 4. POLICY RESEARCH AND ANALYSIS 5. PROGRAM DEVELOPMENT AND MANAGEMENT 6. RELATIONSHIP BUILDING 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE | DILG - SURIGAO DEL SUR |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 3 | LOCAL GOVERNMENT OPERATIONS OFFICER V | OSEC-DILGB-LGOO5-542-1998 | 20 | 55799 | Bachelor's Degree | Completion of training course for LGOO's | 2 years relevant of experience | CSC Professional | Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Functional Competencies: 1. EFFECTIVE COMMUNICATION 2. INFLUENCE 3. MANAGING KNOWLEDGE AND INFORMATION 4. POLICY RESEARCH AND ANALYSIS 5. PROGRAM DEVELOPMENT AND MANAGEMENT 6. RELATIONSHIP BUILDING 7. TECHNICAL PROFICIENCY: FIELD EXPERTISE | DILG - SURIGAO 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 not later than **AUGUST 31, 2022**.

Applicants with complete requirements and who meet the minimum qualification standards shall be advised accordingly and shall undergo a series of screening to be announced /communicated.

Required Documents:

1. Application Letter (specific position)
2. 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; *(Please include the Work Experience Sheet which details your duties and responsibilities in previous and present positions)*
3. Performance rating **in the last rating period** (if applicable);
4. Certified True Copy of Authenticated Certificate of Eligibility / Rating / License; and
5. Certified True Copy of Transcript of Records (TOR)

QUALIFIED APPLICANTS are advised to hand in or send through courier 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.