


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

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  
February 10, 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	ATTORNEY IV	OSEC-DILGB-ATY4-95-2010	23	78455	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

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 **February 21, 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](http://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

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1	ADMINISTRATIVE AIDE VI / COMMUNICATION EQUIPMENT OPERATOR II	OSEC-DILGB-ADA6-273-2005	6	16877	Completion of 2 years studies in college or High School Graduate with relevant vocational Trade Course	None required	None required	Comminucation Equipment Operation (CSC MC No. 10, s. 2013)	<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 =1  <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 - Provincial Office, Surigao del Norte

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