

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Region XIII (Caraga)**  
Purok 1A, Upper Doongan, Butuan City  
Website: <http://caraga.dilg.gov.ph/>; Email Address: [official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph)

## MEMORANDUM

TO : **ALL DILG PROVINCIAL DIRECTORS / CITY DIRECTOR &  
DIVISION CHIEFS  
DILG REGION XIII**

SUBJECT : **VACANT POSITIONS**

DATE : **May 10, 2022**

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IN RELATION TO THE VACANT POSITIONS IN THIS REGION, PLEASE ADVISE  
THE INTERESTED PERSONNEL IN YOUR AOR TO SUBMIT THEIR  
**APPLICATION TO THE REGIONAL OFFICE ON OR BEFORE MAY 17, 2022.**

ATTACHED ARE THE DETAILS OF THE VACANT POSITIONS.

FOR INFORMATION AND PROPER GUIDANCE.

Approved for Transmission:

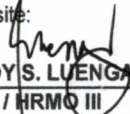
  
**LILIBETH A. FAMACION, CESO III**  
Regional Director

**"Matino, Mahusay at Maaasahan"**  
Tel. No. (085) 975-9830

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**  
Date: May 6, 2022

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
2	LOCAL GOVERNMENT OPERATIONS OFFICER VI	OSEC-DILGB-LGOO6-762-2017	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-AGUSAN DEL NORTE
3	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-648-1998	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 = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3	LGMED / DILG-REGIONAL OFFICE
4	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-606-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional	2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3	LGMED / DILG-REGIONAL OFFICE



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5	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-686-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional	<b>Functional Competencies:</b> 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	LGCCD / DILG-REGIONAL OFFICE
6	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-643-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		LGCCD / DILG-REGIONAL OFFICE
7	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-698-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		LGCCD / DILG-REGIONAL OFFICE
8	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-671-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		DILG-AGUSAN DEL NORTE
9	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-642-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		DILG-AGUSAN DEL NORTE
10	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-694-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		DILG-AGUSAN DEL SUR
11	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-784-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		DILG-SURIGAO DEL SUR
12	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-547-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		DILG-SURIGAO DEL SUR
13	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-644-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		DILG-PROVINCE OF DINAGAT ISLANDS
14	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-689-1998	20	55799	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		DILG-PROVINCE OF DINAGAT ISLANDS
15	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-119-1998	18	45203	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		LGCCD / DILG-REGIONAL OFFICE
16	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-118-1998	18	45203	Bachelor's Degree	Completion of training course for LGOO's	2 years relevant of experience	CSC Professional		LGMED / DILG-REGIONAL OFFICE
17	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LGOO3-76-1998	15	35097	Bachelor's Degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant experience	CSC Professional		DILG - CABADBARAN CITY
18	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-832-1998	13	29798	Bachelor's Degree	None Required	None Required	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 2 2. CUSTOMER EQUITY = 2	DILG-AGUSAN DEL SUR



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19	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-827-1998	13	29798	Bachelor's Degree	None Required	None Required	CSC Professional	2. CUSTOMER-FOCUS = 2 3. ENSURING EXCELLENT RESULTS = 2 4. ORGANIZATIONAL SENSITIVITY = 2	DILG-SURIGAO DEL NORTE
20	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-880-1998	13	29798	Bachelor's Degree	None Required	None Required	CSC Professional	<b>Functional Competencies:</b> 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 SUR
21	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-811-1998	13	29798	Bachelor's Degree	None Required	None Required	CSC Professional		DILG-AGUSAN DEL NORTE
22	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-818-1998	13	29798	Bachelor's Degree	None Required	None Required	CSC Professional		DILG-AGUSAN DEL SUR
23	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-821-1998	13	29798	Bachelor's Degree	None Required	None Required	CSC Professional		DILG-AGUSAN DEL NORTE
24	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-865-1998	13	29798	Bachelor's Degree	None Required	None Required	CSC Professional		DILG-SURIGAO DEL NORTE
25	ADMINISTRATIVE ASSISTANT III /SENIOR BOOKKEEPER	OSEC-DILGB-ADAS3-91-2005	9	20402	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CSC Sub-professional	<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 =12	DILG - FAD, REGIONAL OFFICE
26	ADMIN. ASST. II / DISBURSING OFFICER II	OSEC-DILGB-ADAS2-47-2005	8	18998	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CSC Sub-professional		DILG-PROVINCE OF DINAGAT ISLANDS
27	ADMIN. ASST. II / ACCOUNTING CLERK III	OSEC-DILGB-ADAS2-358-2005	8	18998	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CSC Sub-professional	<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-SURIGAO DEL NORTE
28	ADMIN. AIDE IV / CLERK II	OSEC-DILGB-ADA4-90-2010	4	14993	Completion of 2 years studies in college	None Required	None Required	CSC Sub-professional	<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 =12	DILG- CABADBARAN CITY
29	ADMIN. AIDE IV / CLERK II	OSEC-DILGB-ADA4-87-2010	4	14993	Completion of 2 years studies in college	None Required	None Required	CSC Sub-professional		DILG-BISLIG CITY
30	ADMIN. AIDE IV / CLERK II	OSEC-DILGB-ADA4-292-2005	4	14993	Completion of 2 years studies in college	None Required	None Required	CSC Sub-professional	<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-SURIGAO DEL SUR
31	ADMIN. AIDE IV / CLERK II	OSEC-DILGB-ADA4-288-2005	4	14993	Completion of 2 years studies in college	None Required	None Required	CSC Sub-professional		DILG-SURIGAO DEL NORTE

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					Education	Training	Experience	Eligibility		
32	ADMIN. AIDE IV / CLERK II	OSEC-DILGB-ADA4-291-2005	4	14993	Completion of 2 years studies in college	None Required	None Required	CSC Sub-professional		DILG-AGUSAN DEL SUR
33	ADMIN. AIDE IV / CLERK II	OSEC-DILGB-ADA4-89-2010	4	14993	Completion of 2 years studies in college	None Required	None Required	CSC Sub-professional		DILG-BAYUGAN CITY
34	ADMIN. AIDE IV / CLERK II	OSEC-DILGB-ADA4-86-2010	4	14993	Completion of 2 years studies in college	None Required	None Required	CSC Sub-professional		DILG-SURIGAO 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 not later than MAY 17, 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

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