

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

## MEMORANDUM

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

SUBJECT : **VACANT POSITIONS**

DATE : **November 16, 2022**

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Attached is the CS Form 9 Revised 2018 re: Publication of Vacant Positions for the recent vacated positions in this region and please cause wide dissemination to your area of responsibility.

For information and proper guidance.

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


Effectivity: Nov. 15-20, 2022

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

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**  
HRMO

Date: November 15, 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	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <b>Functional Competencies:</b> 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	ORD, DILG-REGIONAL OFFICE
2	LOCAL GOVERNMENT OPERATIONS OFFICER VI	OSEC-DILGB-LGOO6-226-2010	22	69963	Bachelor's Degree	Completion of training course for LGOO's	3 years relevant of experience	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY <b>Functional Competencies:</b> 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

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)	
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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3  <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	LGMED, DILG- REGIONAL OFFICE
4	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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	LGCD, DILG- REGIONAL OFFICE

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-898-1998	20	55799	Bachelor's degree	Completion of training course for LGOO's	2 years relevant	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	LGCD, DILG-REGIONAL OFFICE
6	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LGOO5-16-2019	20	55799	Bachelor's degree	Completion of training course for LGOO's	2 years relevant	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	LGCD, DILG-REGIONAL OFFICE



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
7	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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	DILG-AGUSAN DEL NORTE
8	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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	DILG-AGUSAN DEL SUR

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9	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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	DILG - SURIGAO DEL SUR
10	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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	DILG - SURIGAO DEL SUR

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	DILG-PDI
12	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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	DILG-PDI

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13	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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <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	DILG - SURIGAO DEL SUR
14	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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <b>Functional Competencies:</b> 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	LGCDD, DILG- REGIONAL OFFICE



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15	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-77-1999	18	45203	Bachelor's degree	Completion of training course for LGOO's	2 years relevant	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <b>Functional Competencies:</b> 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	LGCDD, 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	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <b>Functional Competencies:</b> 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	LGMED, DILG- REGIONAL OFFICE

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
17	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-117-2000	18	45203	Bachelor's degree	Completion of training course for LGOO's	2 years relevant	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <b>Functional Competencies:</b> 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	LGMED, DILG-REGIONAL OFFICE
18	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LGOO3-67-1998	15	35097	Bachelor's degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant	CSC Professional	<b>Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE = 3 2. CUSTOMER-FOCUS = 3 3. ENSURING EXCELLENT RESULTS = 3 4. ORGANIZATIONAL SENSITIVITY = 3 <b>Functional Competencies:</b> 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-BUTUAN CITY

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
19	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-878-1998	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-FOCUS = 2 3. ENSURING EXCELLENT RESULTS = 2 4. ORGANIZATIONAL SENSITIVITY = 2 <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
20	ADMIN. ASST. III / SR. 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 <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	FAD, DILG- REGIONAL OFFICE
21	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)	<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 <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-PDI



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22	ADMIN. ASST. II / ACCOUNTING CLERK II	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>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 <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
23	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 <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- CABADBARAN CITY
24	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)	<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 <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-BISLIG CITY
25	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>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 <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



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
26	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)	<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 <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-AGUSAN DEL SUR
27	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)	<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 <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-BAYUGAN CITY
28	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)	<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 <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 CITY
29	ADMIN. AIDE IV / CLERK II	OSEC-DILGB-ADA4-287-2005	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 <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	FAD, DILG-REGIONAL OFFICE

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30	ADMIN. AIDE IV / CLERK II	OSEC-DILGB-ADA4-88-2010	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 <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-TANDAG 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 **NOVEMBER 25, 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.

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](http://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

[personnelsection.dilg13@gmail.com](mailto:personnelsection.dilg13@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.