



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 : **OCTOBER 11, 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

**"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**  
HRMO

Date: October 7, 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	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 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Functional Competencies:</b> 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency:	FAD, Regional Office
2	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 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Functional Competencies:</b> 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency:	DILG-Tandag City

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	ADMIN. AIDE VI / COMMUNICATION EQUIPMENT OPERATOR	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 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Functional Competencies:</b> 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency:	DILG- Surigao del Norte

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 **OCTOBER 21, 2022**.

Applicants with complete requirements and who meet the minimum qualifiction 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

[official@caraga.dilg.gov.ph](mailto:official@caraga.dilg.gov.ph)

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