



DMS CARAGA 2023-05-26-018

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**

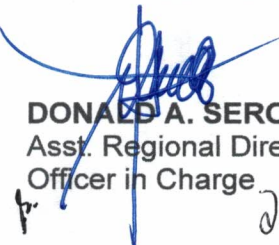
SUBJECT : **VACANT POSITIONS**

DATE : **MAY 26, 2023**

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Please find attached CS Form 9 Revised 2018 re: Publication of Vacant Positions in this region and please cause wide dissemination to your area of responsibility.

For information and proper guidance.


DONALD A. SERONAY
Asst. Regional Director/
Officer in Charge

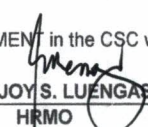
"Matino, Mahusay at Maaasahan"
Tel. No. (085) 975-9830

Send to email: 5/26/23

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: **May 26, 2023**

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 VIII	OSEC-DILGB-LGOO8-70- 1998	26	116040	Bachelor's Degree	3 years supervisory experience	None Required (Those with relevant technical and leadership trainings are preferred)	Career Executive Service Eligibility (CESE) / Career Service Executive Eligibility (CSEE)	Level 4 on the following Core & Leadership Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Leadership Competencies: 1. Developing and Inspiring Others 2. Planning Work and Managing Teams 3. Problem Solving and Decision Making	DILG- SURIGAO DEL SUR
2	ATTORNEY IV	OSEC-DILGB-ATY4-95-2010	23	80003	Bachelor of Laws	8 hours relevant training	2 years of relevant experience	RA 1080 (BAR)	Level 4 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 3 on the following Leadership Competencies: 1. Developing and Inspiring Others 2. Planning Work and Managing Teams 3. Problem Solving and Decision Making Level 4 on the following Functional Competencies: 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Administrative Services Proficiency Level 4 on the following Unit-Based Proficiency: 1. Legal Counseling Services 2. Appeal/Resolution Management 3. Case Investigation	DILG - REGIONAL OFFICE

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3	ATTORNEY III	OSEC-DILGB-ATY3-22-2023	21	63997	Bachelor of Laws	4 hours relevant training	1 year of relevant experience	RA 1080 (BAR)	<p>Level 3 on the following Core Competencies:</p> <p>1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE</p> <p>2. CUSTOMER-FOCUS</p> <p>3. ENSURING EXCELLENT RESULTS</p> <p>4. ORGANIZATIONAL SENSITIVITY</p> <p>Level 2 on the following Leadership Competencies:</p> <p>1. Developing and Inspiring Others</p> <p>2. Planning Work and Managing Teams</p> <p>3. Problem Solving and Decision Making</p> <p>Level 3 on the following Functional Competencies:</p> <p>1. Critical and Analytical Thinking</p> <p>2. Collaboration (Working with Others)</p> <p>3. Process Orientation</p> <p>4. Information/Data/Records Management</p> <p>5. Administrative Services Proficiency</p> <p>Level 3 on the following Unit-Based Proficiency:</p> <p>1. Legal Counseling Services</p> <p>2. Appeal/Resolution Management</p> <p>3. Case Investigation</p>	DILG - REGIONAL OFFICE
4	LOCAL GOVERNMENT OPERATIONS OFFICER VI	OSEC-DILGB-LGOO6-764-2017	22	71511	Bachelor's degree	Completion of training course for LGOO's	3 years relevant experience	CSC Professional / 2nd level Eligibility	<p>LEVEL 3 on the following Core Competencies:</p> <p>1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE</p> <p>2. CUSTOMER-FOCUS</p> <p>3. ENSURING EXCELLENT RESULTS</p> <p>4. ORGANIZATIONAL SENSITIVITY</p> <p>LEVEL 3 on the following Functional Competencies:</p> <p>1. EFFECTIVE COMMUNICATION</p> <p>2. INFLUENCE</p> <p>3. MANAGING KNOWLEDGE AND INFORMATION</p> <p>4. POLICY RESEARCH AND ANALYSIS</p> <p>5. PROGRAM DEVELOPMENT AND MANAGEMENT</p> <p>6. RELATIONSHIP BUILDING</p> <p>7. TECHNICAL PROFICIENCY: FIELD EXPERTISE</p>	DILG - AGUSAN DEL NORTE

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5	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LGOO3-87- 1998	15	36619	Bachelor's degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant experience	CSC Professional	Level 3 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 2 on the following 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-BUTUAN CITY
6	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-878- 1998	13	31320	Bachelor's degree	None Required	None Required	CSC Professional	Level 2 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 1 on the following 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
7	ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER)	OSEC-DILGB-ADAS3-91-2005	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CSC (Sub- professional)	Level 1 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 1 on the following Functional Competencies: 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency:	FAD, DILG- REGIONAL OFFICE

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8	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DILGB-ADAS2-47-2005	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CSC (Sub-professional)	<p>Level 1 on the following Core Competencies:</p> <ol style="list-style-type: none"> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY <p>Level 1 on the following Functional Competencies:</p> <ol style="list-style-type: none"> 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency: 	DILG-PDI
9	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DILGB-ADAS2-358-2005	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CSC (Sub-professional)	<p>Level 1 on the following Core Competencies:</p> <ol style="list-style-type: none"> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY <p>Level 1 on the following Functional Competencies:</p> <ol style="list-style-type: none"> 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
10	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-90-2010	4	15586	Completion of 2 years studies in college	None Required	None Required	CSC (Sub-professional)	<p>Level 1 on the following Core Competencies:</p> <ol style="list-style-type: none"> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY <p>Level 1 on the following Functional Competencies:</p> <ol style="list-style-type: none"> 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency: 	DILG-CABADBARAN CITY

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11	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-87-2010	4	15586	Completion of 2 years studies in college	None Required	None Required	CSC (Sub- professional)	Level 1 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 1 on the following Functional Competencies: 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency:	DILG-BISLIG CITY
12	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-292-2005	4	15586	Completion of 2 years studies in college	None Required	None Required	CSC (Sub- professional)	Level 1 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 1 on the following Functional Competencies: 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 SUR
13	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-291-2005	4	15586	Completion of 2 years studies in college	None Required	None Required	CSC (Sub- professional)	Level 1 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 1 on the following Functional Competencies: 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency:	DILG-AGUSAN DEL SUR

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14	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-89-2010	4	15586	Completion of 2 years studies in college	None Required	None Required	CSC (Sub- professional)	Level 1 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 1 on the following Functional Competencies: 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency:	DILG- BAYUGAN CITY
15	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-86-2010	4	15586	Completion of 2 years studies in college	None Required	None Required	CSC (Sub- professional)	Level 1 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 1 on the following Functional Competencies: 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency:	DILG- SURIGAO CITY
16	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-287-2005	4	15586	Completion of 2 years studies in college	None Required	None Required	CSC (Sub- professional)	Level 1 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 1 on the following Functional Competencies: 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Unit-based Proficiency:	FAD, DILG- REGIONAL OFFICE

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17	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-88-2010	4	15586	Completion of 2 years studies in college	None Required	None Required	CSC (Sub- professional)	Level 1 on the following Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Level 1 on the following Functional Competencies: 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

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 **JUNE 9, 2023**.

1. Fully accomplished **Personal Data Sheet (PDS) with recent passport-sized ID picture** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Duly filled out **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of **certificate of eligibility/rating/license**; and
4. Photocopy of **Transcript of Records**.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ARD DONALD A. SERONAY

 Officer-in-Charge

 DILG-REGIONAL OFFICE XIII

 Purok 1A, Upper Doongan, Butuan City

personnelsection.dilg13@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.