



BAGONG PILIPINAS

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Region XIII – Caraga Region  
Purok 1-A, Brgy. Doongan, Butuan City 8600  
Website: www.dilg.gov.ph / Email: official@caraga.dilg.gov.ph; documents.dilg13@gmail.com



## MEMORANDUM

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

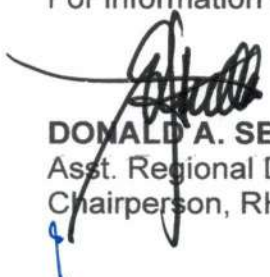
SUBJECT : **VACANT POSITIONS**

DATE : **January 9, 2024**

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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/  
Chairperson, RHRMSPB



**"Matino, Mahusay at Maaasahan"**  
Tel. No. (085) 975-9830 to 34

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

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



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 III

Date: **January 9, 2024**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	LOCAL GOVERNMENT OPERATIONS OFFICER VIII	OSEC-DILGB-LG008-70- 1998	26	116040	Bachelor's Degree	None Required	3 years supervisory experience	Career Executive Service Eligibility (CESE) / Career Service Executive Eligibility (CSEE)	<b>Level 4 on the following Core &amp; Leadership Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Leadership Competencies:</b> 1. Developing and Inspiring Others 2. Planning Work and Managing Teams 3. Problem Solving and Decision Making  (Those with relevant technical and leadership trainings are preferred)	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)	<b>Level 4 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 3 on the following Leadership Competencies:</b> 1. Developing and Inspiring Others 2. Planning Work and Managing Teams 3. Problem Solving and Decision Making  <b>Level 4 on the following Functional Competencies:</b> 1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Administrative Services Proficiency  <b>Level 4 on the following Unit-Based Proficiency:</b> 1. Legal Counseling Services 2. Appeal/Resolution Management 3. Case Investigation	DILG - REGIONAL OFFICE

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
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><b>Level 3 on the following Core Competencies:</b></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><b>Level 2 on the following Leadership Competencies:</b></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><b>Level 3 on the following Functional Competencies:</b></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><b>Level 3 on the following Unit-Based Proficiency:</b></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 V	OSEC-DILGB-LGOO5-549-1998	20	57347	Bachelor's degree	Completion of training course for LGOO's	2 years relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>Core Competencies:</b></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><b>Functional Competencies:</b></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 SUR

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LG005-632- 1998	20	57347	Bachelor's degree	Completion of training course for LG00's	2 years relevant experience	Career Service (Professional) Second Level Eligibility	Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  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 NORTE
6	LOCAL GOVERNMENT OPERATIONS OFFICER V	OSEC-DILGB-LG005-641- 1998	20	57347	Bachelor's degree	Completion of training course for LG00's	2 years relevant experience	Career Service (Professional) Second Level Eligibility	Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  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- PROVINCE OF DINAGAT ISLANDS
7	LOCAL GOVERNMENT OPERATIONS OFFICER IV		18	46725	Bachelor's degree	Completion of training course for LG00's	2 years relevant experience	Career Service (Professional) Second Level Eligibility	Core Competencies: 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  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	LG MED-DILG REGIONAL OFFICE



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8	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LG003-67- 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	Career Service (Professional)S econd Level Eligibility	<b>Level 3 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 2 on the following 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-BUTUAN CITY
9	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LG003-17- 2019	15	36619	Bachelor's degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant experience	Career Service (Professional)S econd Level Eligibility	<b>Level 3 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 2 on the following 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	LG003-DILG REGIONAL OFFICE
10	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LG003-73- 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	Career Service (Professional)S econd Level Eligibility	<b>Level 3 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 2 on the following 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-BISLIG CITY

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LG003-77- 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	Career Service (Professional)S econd Level Eligibility	<b>Level 3 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 2 on the following 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-TANDAG CITY
12	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LG003-79- 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	Career Service (Professional)S econd Level Eligibility	<b>Level 3 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 2 on the following 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-BAYUGAN CITY
13	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LG003-80- 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	Career Service (Professional)S econd Level Eligibility	<b>Level 3 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 2 on the following 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 CITY

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
14	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-878- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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
15	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-813- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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
16	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-833- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
17	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-822- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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
18	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-881- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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
19	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-826- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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 NORTE



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20	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-866- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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 NORTE
21	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-829- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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- PROVINCE OF DINAGAT ISLANDS
22	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-814- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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-AGUSAN DEL NORTE

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
23	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-830- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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-AGUSAN DEL SUR
24	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LG002-879- 1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<b>Level 2 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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-AGUSAN DEL SUR
25	ADMINISTRATIVE ASSISTANT III (STOREKEEPER III)	OSEC-DILGB-ADAS3-94-2005	9	21211	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofession al) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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, DILG- REGIONAL OFFICE

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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26	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	Career Service (Subprofessional) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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, DILG-REGIONAL OFFICE
27	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	Career Service (Subprofessional) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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-PDI
28	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	Career Service (Subprofessional) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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
29	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DILGB-ADAS2-357-2005	8	19744	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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-DILG REGIONAL OFFICE



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)	
30	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-90-2010	4	15586	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofession al) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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- CABADBARAN CITY
31	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-87-2010	4	15586	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofession al) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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-BISLIG CITY
32	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-292-2005	4	15586	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofession al) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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 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)	
33	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-291-2005	4	15586	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofession al) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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-AGUSAN DEL SUR
34	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-89-2010	4	15586	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofession al) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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- BAYUGAN CITY
35	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-86-2010	4	15586	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofession al) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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 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)	
36	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-287-2005	4	15586	Completion of 2 years studies in college	<b>None Required</b>	<b>None Required</b>	Career Service (Subprofessional) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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, DILG-REGIONAL OFFICE
37	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-88-2010	4	15586	Completion of 2 years studies in college	<b>None Required</b>	<b>None Required</b>	Career Service (Subprofessional) First Level Eligibility	<b>Level 1 on the following Core Competencies:</b> 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY  <b>Level 1 on the following 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

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 **JANUARY 20, 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](http://www.csc.gov.ph);
2. Duly filled out **Work Experience Sheet** 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. Photocopy of **certificate of eligibility/rating/license**; and
4. Photocopy of **Transcript of Records**.

**IMPORTANT REMINDERS:**

1. **Files should be in a PDF/JPEG (ensure that is clear and readable).**
2. **QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**MARIA LOISELLA E. LUCINO, CESO IV**

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.**