



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**

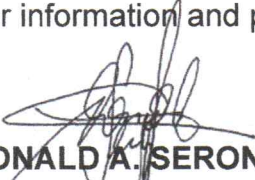
SUBJECT : **VACANT POSITION**

DATE : **January 23, 2024**

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Please find attached CS Form 9 Revised 2018 re: Publication of Vacant Position 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

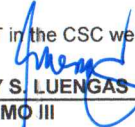


"Matino, Mahusay at Maaasahan"
Tel. No. (085) 975-9830 to 34

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

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 23, 2024**

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 IV	OSEC-DILGB-LGOO4-77-1998	18	46725	Bachelor's degree	Completion of training course for LGOO's	2 years relevant experience	Career Service (Professional)S econd 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	LGCCD-DILG REGIONAL OFFICE

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 **FEBRUARY 5, 2024**.

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;
3. Performance rating in the **last rating period** (if applicable);
4. Photocopy of **certificate of eligibility/rating/license**; and
5. Photocopy of **Transcript of Records**.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Files should be in a PDF or JPEG and ensure that is clear and readable.