



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 : **March 13, 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 of this document submitted to the CSC FO must be in MS Excel format

RELEASED
RECORDS SECTION

DATE: _____
TIME: _____
BY: _____

MARIE JOY S. LUENGAS
HRMO III

Date: **March 8, 2024**

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:

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 VI	OSEC-DILGB-LGOO6-727-2017	22	71511	Bachelor's degree	Completion of training course for LGOO's	3 years relevant	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- SUIRGAO DEL NORTE
2	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-118-1998	18	46725	Bachelor's degree	Completion of training course for LGOO'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	LGMED-DILG REGIONAL OFFICE

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3	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-117-1998	18	46725	Bachelor's degree	Completion of training course for LGOO'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	LGMED-DILG REGIONAL OFFICE
4	LOCAL GOVERNMENT OPERATIONS OFFICER IV	OSEC-DILGB-LGOO4-119-1998	18	46725	Bachelor's degree	Completion of training course for LGOO'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	LGCD-DILG REGIONAL OFFICE
5	LOCAL GOVERNMENT OPERATIONS OFFICER III	OSEC-DILGB-LGOO3-76-1998	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) Second Level Eligibility	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	CABADBARAN CITY, AGUSAN DEL NORTE

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)	
6	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-811-1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	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-AGUSN DEL NORTE
7	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-880-1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	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
8	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-827-1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	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 NORTE

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	LOCAL GOVERNMENT OPERATIONS OFFICER II	OSEC-DILGB-LGOO2-882-1998	13	31320	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	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- PROVINCE OF DINAGAT ISLANDS
10	STATISTICIAN II	OSEC-DILGB-STAT2-100-2010	15	36619	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility	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. CRITICAL AND ANALYTICAL THINKING 2. COLLABORATION/WORKING WITH OTHERS 3. PROCESS ORIENTATION 4. INFORMATION/DATA/RECORDS MANAGEMENT 5. ADMINISTRATIVE/SUPPORT SERVICES PROFICIENCY 6. TECHNICAL PROFICIENCY: DATA COLLECTION AND MANAGEMENT 7. TECHNICAL PROFICIENCY: DATA ANALYSIS/INTERPRETATION	LGMED-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)	
11	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-286-2005	4	15586	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	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

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 **MARCH 19, 2024**.

1. Fully accomplished **Personal Data Sheet (PDS)** and **Notarized 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**.

IMPORTANT REMINDERS:

QUALIFIED APPLICANTS are advised to hand in or send through 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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.