



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: RegionalOfficial@caraga.dilg.gov.ph

MEMORANDUM

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

SUBJECT : VACANT POSITIONS

DATE : JANUARY 3, 2025

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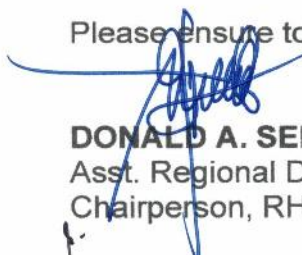
DILG Region XIII is looking for qualified applicants for vacant positions in the region. All interested and qualified applicants may submit the required documents at personnelsection.dilg13@gmail.com on or before **January 14, 2025**. Files should be in a **PDF file** and ensure that is **clear and readable**. Applications with incomplete documents and submitted beyond the deadline shall not be entertained.

• **Document Requirements:**

1. Application Letter
2. Fully accomplished & Notarized Personal Data Sheet (PDS) with a recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
3. **Performance Rating** from the last rating period (if applicable)
4. Duly filled-out **Work Experience Sheet** which can be downloaded at www.csc.gov.ph
5. Photocopy of **Certificate of Eligibility/Rating/License**
6. Photocopy of **Transcript of Records**

Note: This position is open to all qualified applicants regardless of gender, civil status, disability, ethnicity, and/ or religion.

Please ensure to share this information widely in your area of responsibility.


DONALD A. SERONAY
 Asst. Regional Director/
 Chairperson, RHRMSPB

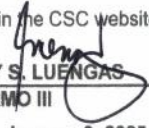


“Matino, Mahusay at Maaasahan”
 Tel. No. (085) 975-9830 to 34

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 3, 2025**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Experience	Training	Eligibility		Competency (if applicable)
1	LGOO VII	OSEC-DILGB-LGOO7-1423-2017	24	98185	Master's Degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory / management experience	40 hours of supervisory / management learning and development intervention	CSC Professional	Core Competencies: Level 3 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Leadership Competencies: Level 2 1. DEVELOPING AND INSPIRING OTHERS 2. PLANNING WORK AND MANAGING TEAMS 3. PROBLEM SOLVING AND DECISION MAKING Functional Competencies: Level 3 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
2	LGOO VI	OSEC-DILGB-LGOO6-727-2017	22	78162	Bachelor's degree	3 years relevant experience	Completion of training course for LGOO's	CSC Professional	Core Competencies: Level 3 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Functional Competencies: Level 3 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

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Experience	Training	Eligibility		Competency (if applicable)
3	LGOO VI	OSEC-DILGB-LGOO6-84-1998	22	78162	Bachelor's degree	3 years relevant experience	Completion of training course for LGOO's	CSC Professional	Core Competencies: Level 3 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Functional Competencies: Level 3 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-LGCCD, REGIONAL OFFICE
4	LGOO IV	OSEC-DILGB-LGOO4-117-1998	18	51304	Bachelor's Degree	2 years relevant experience	Completion of training course for LGOO's	CSC Professional	Core Competencies: Level 2 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Functional Competencies: Level 2 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-LGMED, REGIONAL OFFICE
5	LGOO II	OSEC-DILGB-LGOO2-882-1998	13	34421	Bachelor's Degree	None Required	None Required	CSC Professional	Core Competencies: Level 2 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Functional Competencies: Level 1 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

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
6	LGOO II	OSEC-DILGB-LGOO2-831-1998	13	34421	Bachelor's Degree	None Required	None Required	CSC Professional	Core Competencies: Level 2 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Functional Competencies: Level 1 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
7	LGOO II	OSEC-DILGB-LGOO2-819-1998	13	34421	Bachelor's Degree	None Required	None Required	CSC Professional	Core Competencies: Level 2 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Functional Competencies: Level 1 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
8	STATISTICIAN II	OSEC-DILGB-STAT2-100-2010	15	40208	Bachelor's Degree Relevant	1 year relevant experience	4 hours relevant training	CSC Professional	Core Competencies: Level 2 1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY Functional Competencies: Level 2 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	DILG-LGMED, REGIONAL OFFICE

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
9	STATISTICIAN I	OSEC-DILGB-STAT1-101-2010	11	30024	Bachelor's Degree	None Required	None Required	CSC Professional	<p>Level 2 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 2 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. ADMINISTRATIVE/SUPPORT SERVICES PROFICIENCY 6. TECHNICAL PROFICIENCY: DATA COLLECTION AND MANAGEMENT 7. TECHNICAL PROFICIENCY: DATA ANALYSIS/INTERPRETATION 	DILG-LGMED, REGIONAL OFFICE
10	ADMINISTRATIVE ASSISTANT III (SECRETARY II)	OSEC-DILGB-ADAS3-102-2005	9	23226	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	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. Administrative Services Proficiency 	DILG - REGIONAL OFFICE
11	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DILGB-ADAS2-47-2005	8	21448	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	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. Administrative Services Proficiency 	DILG- PROVINCE OF DINAGAT ISLANDS

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
12	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DILGB-ADAS2-363-2005	8	21448	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	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. Administrative Services Proficiency	DILG-SURIGAO DEL NORTE
13	ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)	OSEC-DILGB-ADAS2-364-2005	8	21448	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	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. Administrative Services Proficiency	DILG-SURIGAO DEL SUR
14	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DILGB-ADAS2-358-2005	8	21448	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	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. Administrative Services Proficiency	DILG-SURIGAO DEL NORTE

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
15	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DILGB-ADAS2-357-2005	8	21448	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	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. Administrative Services Proficiency 	DILG-FAD, REGIONAL OFFICE
16	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DILGB-ADAS2-359-2005	8	21448	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	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. Administrative Services Proficiency 	DILG-AGUSAN DEL SUR
17	ADMINISTRATIVE AIDE VI (COMMUNICATION EQUIPMENT OPERATOR II)	OSEC-DILGB-ADA6-272-2005	6	18957	Completion of 2 years studies in college or High School Graduate with relevant vocational trade course	None required	None required	Communication Equipment Operator (MC No. 10, s. 2013- Category II)	<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. Administrative Services Proficiency 	DILG - AGUSAN DEL SUR

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
18	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-87-2010	4	16833	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. Administrative Services Proficiency 	DILG-BISLIG CITY
19	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-88-2010	4	16833	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. Administrative Services Proficiency 	DILG-TANDAG CITY
20	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-89-2010	4	16833	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. Administrative Services Proficiency 	DILG-BAYUGAN CITY

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
21	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-90-2010	4	16833	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. Administrative Services Proficiency 	DILG-CABADBARAN CITY
22	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-287-2005	4	16833	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. Administrative Services Proficiency 	DILG-FAD, REGIONAL OFFICE
23	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-288-2005	4	16833	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. Administrative Services Proficiency 	DILG-SURIGAO DEL NORTE

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
24	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DILGB-ADA4-290-2005	4	16833	Completion of 2 years studies in college	None required	None required	CSC (Sub-professional)	<p>Level 1 on the following Core Competencies:</p> <p>1. COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE 2. CUSTOMER-FOCUS 3. ENSURING EXCELLENT RESULTS 4. ORGANIZATIONAL SENSITIVITY</p> <p>Level 1 on the following Functional Competencies:</p> <p>1. Critical and Analytical Thinking 2. Collaboration (Working with Others) 3. Process Orientation 4. Information/Data/Records Management 5. Administrative Services Proficiency</p>	DILG-BUTUAN 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 14, 2025**.

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. Performance rating in the last rating period (if applicable)
3. Duly filled out **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
4. Photocopy of **certificate of eligibility/rating/license**; and
5. 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.