



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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication in the CSC website of the following **DILG Region 8** vacant positions:

  
**KARL CAESAR R. RIMANDO, CESO III**  
Regional Director

Date: **December 3, 2020**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	OSEC-DILGB-ADOF4-92-2005	15	384,636.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS (Professional) / Second Level Eligibility	<p><b>CORE (Intermediate)</b></p> <p>1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity</p> <p><b>FUNCTIONAL (Intermediate)</b></p> <p>1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management</p>	Regional Office

All qualified applicants, without discrimination on account of gender, civil status, disability, religion, ethnicity, political affiliation or other similar factors/personal circumstances, should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of Diploma (if applicable)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier their application **not later than December 13, 2020**, to:

**KARL CAESAR R. RIMANDO, CESO III**  
**Regional Director**  
DILG Regional Office 8, Kanhuraw Hill, Tacloban City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**