

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:

CHRISTY ANNE G. AMBOY  
HRMO

Date: February 23, 2022

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	Administrative Assistant II (Clerk IV)	OSEC- DILGB- ADAS2-269- 2005	8	18,251.00	Completion of two years studies in College	4 hours relevant training	1 year relevant experience	Career Service Sub- Professional / First Level Eligibility	n/a	Southern Leyte
2	Administrative Assistant II (Clerk IV)	OSEC- DILGB- ADAS2-264- 2005	8	18,251.00	Completion of two years studies in College	4 hours relevant training	1 year relevant experience	Career Service Sub- Professional / First Level Eligibility	n/a	Eastern Samar
3	Administrative Aide VI (Clerk III)	OSEC- DILGB-ADA6- 215-2005	6	16,200.00	Completion of two years studies in College	none required	none required	Career Service Sub- Professional / First Level Eligibility	n/a	Samar
4	Administrative Aide VI (Clerk III)	OSEC- DILGB-ADA6- 214-2005	6	16,200.00	Completion of two years studies in College	none required	none required	Career Service Sub- Professional / First Level Eligibility	n/a	Biliran
5	Administrative Aide IV (Clerk II)	OSEC- DILGB-ADA4- 211-2005	4	14,400.00	Completion of two years studies in College	none required	none required	Career Service Sub- Professional / First Level Eligibility	n/a	Samar

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6	Administrative Aide IV (Clerk II)	OSEC- DILGB-ADA4- 220-2005	4	14,400.00	Completion of two years studies in College	none required	none required	Career Service Sub- Professional / First Level Eligibility	n/a	Eastern Samar
7	Administrative Aide IV (Clerk II)	OSEC- DILGB-ADA4- 221-2005	4	14,400.00	Completion of two years studies in College	none required	none required	Career Service Sub- Professional / First Level Eligibility	n/a	Northern Samar
8	Administrative Aide IV (Clerk II)	OSEC- DILGB-ADA4- 218-2005	4	14,400.00	Completion of two years studies in College	none required	none required	Career Service Sub- Professional / First Level Eligibility	n/a	Biliran

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 05, 2022.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of Diploma;
6. Copy of Written Notice of Passing Result of DILG Pre-Qualifying Examination (PQE), if any.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Atty. ARNALDO E. ESCOBER Jr., CESO V**

Regionnl Director

DILG Regional Office 8

[dilg8personnel.rsp@gmail.com](mailto:dilg8personnel.rsp@gmail.com)

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