



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office VIII

November 13, 2018

ROWIN P. RIÑOS
Director III
Civil Service Commission, Leyte Field Office II
Tacloban City



Dear Director Riños:

Respectfully transmitting herewith thirty-one (31) copies of the List of Vacancies of the DILG Region No. 08, as of November 13, 2018.

For your appropriate action.

Thank you!

Very truly yours,


CHRISTY ANNE M. CARILLA
LG00 II/OIC, Personnel Section

FAD/PER:MCS:ABC:FBA/camc

“Matino, Mahusay at Maaasahan”
Kanhuraw Hill, Tacloban City
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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:

M. Sacendoncillo
MARIVEL C. SACENDONCILLO, Regional Director
(Head of Agency)

Date:

November 13, 2018

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 Assistant II	ADAS2-279-2005	8	PHP 195,384.00	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub-Prof/ First Level Eligibility	CORE Competencies* Functional: 1. Critical and Analytical Thinking 2. Process Orientation 3. Collaboration/Working well with others 4. Information/Data/ Records Management 5. Financial Mgt. Proficiency 6. Administrative/ Support Service Proficiency	Northern Samar

Interested and qualified applicants 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;
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.

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

MARIVEL C. SACENDONCILLO, CESO III
Regional Director
DILG Regional Office 8, Kanhuraw Hill, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.