

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 C. AMBOY
HRMO

Date: January 8, 2021

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 VII	OSEC-DILGB-LGOO7-108-1998	24	85074	Masteral Degree	Completion of training course for LGOOs	4 years in position involving management and supervision	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Intermediate)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Advanced)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Regional Office

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2	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-456-2017	22	66867	Bachelor's degree	Completion of training course for LGOOs	3 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Intermediate)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Advanced)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Samar
3	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-415-2017	22	66867	Bachelor's degree	Completion of training course for LGOOs	3 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Intermediate)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Advanced)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Northern Samar

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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4	Local Government Operations Officer V	OSEC-DILGB-LGOO5-325-1998	20	52703	Bachelor's degree	Completion of training course for LGOOs	2 years relevant experience	CS Prof/2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Basic)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Intermediate)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Eastern Samar
5	Local Government Operations Officer V	OSEC-DILGB-LGOO5-285-1998	20	52703	Bachelor's degree	Completion of training course for LGOOs	2 years relevant experience	CS Prof/2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Basic)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Intermediate)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Eastern Samar

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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6	Statistician II	OSEC-DILGB-STAT2-6-1998	15	32053	Bachelor's degree relevant to job	4 hours relevant training	1 year relevant experience	CS Prof/2nd Level Eligibility	<p>CORE (Intermediate)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>FUNCTIONAL (Intermediate)</p> <ol style="list-style-type: none"> 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Regional Office
7	Local Government Operations Officer II	OSEC-DILGB-LGOO2-716-1998	13	26754	Bachelor's degree	None required	None required	CS Prof/2nd Level Eligibility	<p>CORE (Intermediate)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>FUNCTIONAL (Basic)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Leyte

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8	Administrative Aide VI	OSEC-DILGB-ADA6-215-2005	6	15524	* Must be able to read and write ** High School graduate or completion of relevant vocational / trade course *** Completion of two-year studies in College or High School graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<p>CORE (Basic)</p> <p>1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity</p> <p>FUNCTIONAL (Basic)</p> <p>1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management</p>	Samar

Interested and 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 not later than January 19, 2021.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of Diploma.

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

CHRISTY ANNE C. AMBOY

Administrative Officer V/
Head, Personnel Section

DILG Regional Office 08,
Kanhuraw Hill, Tacloban City

dilg_r8@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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