

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:



ARTEMIO B. CANEJA, CESO V
OIC-Regional Director

Date: January 9, 2019

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	Local Government Operations Officer VII	LG007-1410-2017	24	PHP 879,588.00	Masteral Degree or Equivalent	Completion of Training Course for LGOOs and 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Four (4) years in position/s involving management and supervision	CS Prof/Second level eligibility	CORE and LEADERSHIP Competencies* Functional: 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Leyte
2	Local Government Operations Officer V	LG005-275-1998	20	PHP 564,444.00	Bachelor's degree relevant to the job	Completion of Training Course for LGOOs and 8 hours relevant training	2 years relevant experience	CS Prof/ Second Level Eligibility	CORE and LEADERSHIP Competencies* Functional: 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Eastern Samar

3	Local Government Operations Officer II	LG002-707-1998 LG002-726-1998 LG002-655-1998 LG002-710-1998 LG002-725-1998 LG002-669-1998 LG002-735-1998 LG002-745-1998 LG002-643-1998	13	PHP 290,688.00	Bachelor's degree relevant to the job	None Required	None Required	CS Prof/ Second Level Eligibility	CORE and LEADERSHIP Competencies* Functional: 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Samar Eastern Samar Leyte Samar Samar Leyte Eastern Samar Northern Samar Leyte
4	Administrative Aide IV	ADA4-220-2005 ADA4-215-2005 ADA4-219-2005	4	PHP 152,088.00	Completion of 2 years studies in College	None Required	None Required	CS Sub-Prof/ First Level Eligibility/Relevant MC 11 2.1996	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	Eastern Samar Maasin City 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:

ARTEMIO B. CANEJA, CESO V
OIC-Regional Director
DILG Regional Office 8, Kanhuraw Hill, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

