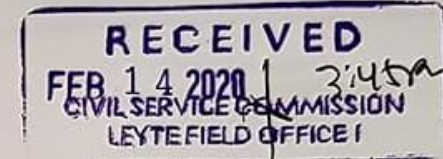
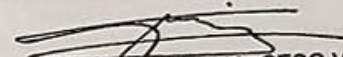


Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Request for Publication of Vacant Positions



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
Regional Director

Date: February 14, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Chief Administrative Officer	OSEC-DILGB-CADOF-27-2005	24	1,000,872.00	Master's Degree	24 hours training in management and supervision/ 80 hours leadership	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 (Expert)</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

2	Local Government Operations Officer VII	OSEC-DILGB-LG007-1411-2017	24	1,000,872.00	Master's 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 	Region VIII
3		OSEC-DILGB-LG007-1410-2017	24							
4		OSEC-DILGB-LG007-1409-2017	24							
5		OSEC-DILGB-LG007-1408-2017	24							
6	Local Government Operations Officer III	OSEC-DILGB-LG003-51-1998	15	366,372.00	Bachelor's degree relevant to job	80 hours training in Local Governance Operations and Planning, Strategic Thinking and Community Development	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 (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 	Region VIII
7	Local Government Operations Officer II	OSEC-DILGB-LG002-643-1998	13	302,784.00	Bachelor's degree relevant to job	None required	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 (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 	Region VIII

8	Administrative Assistant II	OSEC-DILGB-ADAS2-279-2005	8	201,096.00	Completion of 2 years studies in college OR highschool graduate with relevant cocational/trade course	4 hours relevant training	1 year relevant experience	CS Sub-Prof 1st Level Eligibility/ Relevant MC 11 2. 1996	<p>CORE (Basic)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity <p>FUNCTIONAL (Basic)</p> <ol style="list-style-type: none"> 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Region VIII
9	Administrative Aide VI	OSEC-DILGB-ADA6-212-2005	6	178,164.00	Completion of 2 years studies in college OR highschool graduate with relevant cocational/trade course	4 hours relevant training	1 year relevant experience	CS Sub-Prof 1st Level Eligibility/ Relevant MC 11 2. 1996	<p>CORE (Basic)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity <p>FUNCTIONAL (Basic)</p> <ol style="list-style-type: none"> 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Region VIII
10	Administrative Aide IV	OSEC-DILGB-ADA4-216-2005	4	158,568.00	Completion of 2 years studies in college OR highschool graduate with relevant cocational/trade course	4 hours relevant training	1 year relevant experience	CS Sub-Prof 1st Level Eligibility/ Relevant MC 11 2. 1996	<p>CORE (Basic)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity <p>FUNCTIONAL (Basic)</p> <ol style="list-style-type: none"> 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Region VIII
11		OSEC-DILGB-ADA4-210-2005	4							
12		OSEC-DILGB-ADA4-212-2005	4							
13		OSEC-DILGB-ADA4-218-2005	4							

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

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
Regional Director
DILG Regional Office 8, Kanhuraw Hill, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Item No.