



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



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: **March 4, 2020**

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	Director III	OSEC-DILGB-DIR3-14-1998	27	1,456,932.00	Bachelor's degree	None required	3 years Supervisory Experience	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)	<p>CORE (Expert)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Expert)</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. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Regional Office

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Local Government Operations Officer VIII	OSEC-DILGB-LG008-62-1998	26	1,289,328.00	Bachelor's degree	None required	3 years Supervisory Experience	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)	CORE (AExpert) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity LEADERSHIP (Expert) 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making FUNCTIONAL (Expert) 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building	Region VIII
3	Supervising Administrative Officer	OSEC-DILGB-SADOF-42-2005	22	783,828.00	Bachelor's degree relevant to job	16 hours of relevant training	3 years relevant experience	CS Prof/ 2nd Level Eligibility	CORE (Advanced) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity LEADERSHIP (Intermediate) 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making FUNCTIONAL (Expert) 1. Critical Thinking & Analytical Thinking 2. Collaboration 3. Process Orientation 4. Information/Data/Records Management	Regional Office

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
4	Local Government Operations Officer VI	OSEC-DILGB-LG006-401-2017	22	783,828.00	Bachelor's degree relevant to job	Completion of training course for LGOOs	3 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <p>1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity</p> <p>LEADERSHIP (Intermediate)</p> <p>1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making</p> <p>FUNCTIONAL (Advanced)</p> <p>1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building</p>	Region VIII

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
13	Local Government Operations Officer II	OSEC-DILGB-LG002-719-1998	13	302,784.00	Bachelor's degree relevant to job	None required	1 year relevant experience	CS Prof/ 2nd Level Eligibility	CORE (Intermediate) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity FUNCTIONAL (Basic) 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building	Region VIII
14	Administrative Assistant II	OSEC-DILGB-ADAS2-269-2005	8	201,096.00	Completion of 2 years studies in college OR highschool graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	CS Sub-Prof 1st Level Eligibility/ Relevant MC 11 2. 1996	CORE (Basic) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity FUNCTIONAL (Basic) 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	Region VIII

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
15	Administrative Aide IV	OSEC-DILGB-ADA4-222-2005	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	CORE (Basic) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity FUNCTIONAL (Basic) 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	Region VIII

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.