

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: March 25, 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 VIII	OSEC-DILGB-LGOO8-23-2013	26	111,742.00	Bachelor's degree	None required	2 years supervisory experience	Career Service Executive Eligibility (CSEE) / Career Executive Service (CES)	<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 	Tacloban

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Local Government Operations Officer V	OSEC-DILGB-LGOO5-393-1998	20	54,251.00	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 	Leyte
3	Local Government Operations Officer V	OSEC-DILGB-LGOO5-433-1998	20	54,251.00	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 	Leyte

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4	Planning Officer III	OSEC-DILGB-PLO3-102-2010	18	43,681.00	Bachelor's degree relevant to job	8 hours of relevant training	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 (Advanced)</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
5	Local Government Operations Officer II	OSEC-DILGB-LGOO2-688-1998	13	28,276.00	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 	Southern Leyte

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6	Local Government Operations Officer II	OSEC-DILGB-LGOO2-709-1998	13	28,276.00	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 	Samar
7	Local Government Operations Officer II	OSEC-DILGB-LGOO2-713-1998	13	28,276.00	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 	Samar
8	Local Government Operations Officer II	OSEC-DILGB-LGOO2-746-1998	13	28,276.00	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 	Samar

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9	Local Government Operations Officer II	OSEC-DILGB-LGOO2-731-1998	13	28,276.00	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 	Eastern Samar
10	Administrative Aide IV	OSEC-DILGB-ADA4-215-2005	4	14,400.00	<p>* Must be able to read and write</p> <p>** High School graduate or completion of relevant vocational / trade course</p> <p>*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course</p>	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<p>CORE (Basic)</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. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Southern Leyte

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11	Administrative Aide IV	OSEC-DILGB-ADA4-219-2005	4	14,400.00	* 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	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	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	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 April 4, 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:

KARL CAESAR R. RIMANDO, CESO III
Regional Director
DILG Regional Office 08,
Kanhuraw Hill, Tacloban City
dilg_r8@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.