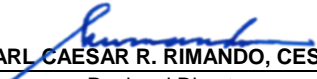




Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication in the CSC website of the following **DILG Region 8** vacant positions:

  
KARL CAESAR R. RIMANDO, CESO III  
Regional Director

Date: June 23, 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	Local Government Operations Officer VII	OSEC-DILGB-LGOO7-1411-2017	24	1,020,888.00	Masteral Degree	Completion of training course for LGOOs	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	<b>CORE (Advanced)</b> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity  <b>LEADERSHIP (Intermediate)</b> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making  <b>FUNCTIONAL (Advanced)</b> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building	Leyte
2		OSEC-DILGB-LGOO7-1410-2017								Leyte
3		OSEC-DILGB-LGOO7-1409-2017								Southern Leyte
4		OSEC-DILGB-LGOO7-1408-2017								Samar

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
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5	Local Government Operations Officer VI	OSEC-DILGB-LG006-397-2017	22	802,404.00	Bachelor's degree relevant to job	Completion of training course for LGOOs	3 years relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>CORE (Advanced)</b></p> <ol style="list-style-type: none"> <li>1. Commitment to ethical service</li> <li>2. Customer focus</li> <li>3. Ensuring excellent results</li> <li>4. Organizational sensitivity</li> </ol> <p><b>LEADERSHIP (Intermediate)</b></p> <ol style="list-style-type: none"> <li>1. Developing and inspiring others</li> <li>2. Planning and managing teams</li> <li>3. Problem solving and decision making</li> </ol> <p><b>FUNCTIONAL (Advanced)</b></p> <ol style="list-style-type: none"> <li>1. Effective communication</li> <li>2. Influence</li> <li>3. Managing knowledge and information</li> <li>4. Policy research and analysis</li> <li>5. Relationship building</li> </ol>	Leyte
6	Local Government Operations Officer V	OSEC-DILGB-LG005-378-1998	20	632,436.00	Bachelor's degree relevant to job	Completion of training course for LGOOs	2 years relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>CORE (Advanced)</b></p> <ol style="list-style-type: none"> <li>1. Commitment to ethical service</li> <li>2. Customer focus</li> <li>3. Ensuring excellent results</li> <li>4. Organizational sensitivity</li> </ol> <p><b>LEADERSHIP (Basic)</b></p> <ol style="list-style-type: none"> <li>1. Developing and inspiring others</li> <li>2. Planning and managing teams</li> <li>3. Problem solving and decision making</li> </ol> <p><b>FUNCTIONAL (Intermediate)</b></p> <ol style="list-style-type: none"> <li>1. Effective communication</li> <li>2. Influence</li> <li>3. Managing knowledge and information</li> <li>4. Policy research and analysis</li> <li>5. Relationship building</li> </ol>	Southern Leyte
7		OSEC-DILGB-LG005-329-1998							<p><b>LEADERSHIP (Basic)</b></p> <ol style="list-style-type: none"> <li>1. Developing and inspiring others</li> <li>2. Planning and managing teams</li> <li>3. Problem solving and decision making</li> </ol> <p><b>FUNCTIONAL (Intermediate)</b></p> <ol style="list-style-type: none"> <li>1. Effective communication</li> <li>2. Influence</li> <li>3. Managing knowledge and information</li> <li>4. Policy research and analysis</li> <li>5. Relationship building</li> </ol>	Northern Samar
8		OSEC-DILGB-LG005-386-1998							<p><b>FUNCTIONAL (Intermediate)</b></p> <ol style="list-style-type: none"> <li>1. Effective communication</li> <li>2. Influence</li> <li>3. Managing knowledge and information</li> <li>4. Policy research and analysis</li> <li>5. Relationship building</li> </ol>	Biliran

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	Local Government Operations Officer IV	OSEC-DILGB-LGOO4-60-1998	18	505,908.00	Bachelor's degree relevant to job	Completion of training course for LGOOs	2 years relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>CORE (Advanced)</b></p> <ol style="list-style-type: none"> <li>1. Commitment to ethical service</li> <li>2. Customer focus</li> <li>3. Ensuring excellent results</li> <li>4. Organizational sensitivity</li> </ol> <p><b>FUNCTIONAL (Intermediate)</b></p> <ol style="list-style-type: none"> <li>1. Effective communication</li> <li>2. Influence</li> <li>3. Managing knowledge and information</li> <li>4. Policy research and analysis</li> <li>5. Relationship building</li> </ol>	Regional Office (Tacloban City)
10	Administrative Officer V	OSEC-DILGB-ADOF5-76-2005	18	505,908.00	Bachelor's degree relevant to job	8 hours of relevant training	2 years relevant experience	Career Service (Professional) Second Level Eligibility	<p><b>CORE (Advanced)</b></p> <ol style="list-style-type: none"> <li>1. Commitment to ethical service</li> <li>2. Customer focus</li> <li>3. Ensuring excellent results</li> <li>4. Organizational sensitivity</li> </ol> <p><b>LEADERSHIP (Basic)</b></p> <ol style="list-style-type: none"> <li>1. Developing and inspiring others</li> <li>2. Planning and managing teams</li> <li>3. Problem solving and decision making</li> </ol> <p><b>FUNCTIONAL (Advanced)</b></p> <ol style="list-style-type: none"> <li>1. Critical thinking and analytical thinking</li> <li>2. Collaboration</li> <li>3. Process orientation</li> <li>4. Information/data/records management</li> </ol>	Regional Office (Tacloban City)

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
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11	Local Government Operations Officer III	OSEC-DILGB-LGOO3-43-1998	15	384,636.00	Bachelor's degree relevant to job	80 hours training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant experience	Career Service (Professional) Second Level Eligibility	<b>CORE (Intermediate)</b> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity  <b>FUNCTIONAL (Basic)</b> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building	Samar
12		OSEC-DILGB-LGOO3-44-1998								Samar
13		OSEC-DILGB-LGOO3-48-1998								Samar
14		OSEC-DILGB-LGOO3-52-1998								Ormoc City
15	Local Government Operations Officer II	OSEC-DILGB-LGOO2-643-1998	13	321,048.00	Bachelor's degree relevant to job	none required	none required	Career Service (Professional) Second Level Eligibility	<b>CORE (Intermediate)</b> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity  <b>FUNCTIONAL (Basic)</b> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building	Leyte
16		OSEC-DILGB-LGOO2-652-1998								Leyte
17		OSEC-DILGB-LGOO2-667-1998								Leyte
18		OSEC-DILGB-LGOO2-671-1998								Leyte
19		OSEC-DILGB-LGOO2-674-1998								Leyte
20		OSEC-DILGB-LGOO2-692-1998								Southern Leyte
21		OSEC-DILGB-LGOO2-704-1998								Samar
22		OSEC-DILGB-LGOO2-749-1998								Northern Samar
23		OSEC-DILGB-LGOO2-700-1998								Biliran
24	Administrative Assistant II	OSEC-DILGB-ADAS2-273-2005	8	210,060.00	* 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	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub- Professional) / First Level Eligibility	<b>CORE (Basic)</b> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity  <b>FUNCTIONAL (Basic)</b> 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	Samar
25		OSEC-DILGB-ADAS2-279-2005								Northern Samar

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
26	Administrative Aide VI	OSEC-DILGB-ADA6-212-2005	6	186,288.00	* Must be able to read and write  ** High School graduate or completion of relevant vocational / trade course	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<b>CORE (Basic)</b> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity	Leyte
27		OSEC-DILGB-ADA6-213-2005			*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course				<b>FUNCTIONAL (Basic)</b> 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	Southern Leyte
28	Administrative Aide IV	OSEC-DILGB-ADA4-216-2005	4	165,684.00	* Must be able to read and write	none required	none required	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<b>CORE (Basic)</b> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity	Leyte
29		OSEC-DILGB-ADA4-210-2005			** High School graduate or completion of relevant vocational / trade course				<b>FUNCTIONAL (Basic)</b> 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	Leyte
30		OSEC-DILGB-ADA4-222-2005			*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course					Samar
31		OSEC-DILGB-ADA4-218-2005								Biliran
32		OSEC-DILGB-ADA4-223-2005								Ormoc City

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	

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 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](http://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.
5. Photocopy of Diploma (if applicable)

*QUALIFIED APPLICANTS are advised to hand in or send through courier their application **not later than July 18, 2020**, to:*

**KARL CAESAR R. RIMANDO, CESO III**  
**Regional Director**  
DILG Regional Office 8, Kanhuraw Hill, Tacloban City

*APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.*