



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 IV
Regional Director

Date:

November 3, 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 VI	OSEC-DILGB-LG006-61-1998	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	CORE (Advanced) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity	Leyte
2		OSEC-DILGB-LG006-3-2004							LEADERSHIP (Intermediate) 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making	Leyte
3		OSEC-DILGB-LG006-60-1998							FUNCTIONAL (Advanced) 1. Effective communication 2. Influence 3. Managing knowledge and information	Samar
4		OSEC-DILGB-LG006-173-2010							4. Policy research and analysis 5. Relationship building	Eastern Samar

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Local Government Operations Officer V	OSEC-DILGB-LG005-261-1998	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	CORE (Advanced) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity LEADERSHIP (Basic) 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making FUNCTIONAL (Intermediate) 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building	Regional Office
6		OSEC-DILGB-LG005-414-1998								Southern Leyte
7		OSEC-DILGB-LG005-329-1998								Northern Samar
8		OSEC-DILGB-LG005-386-1998								Biliran
9	Local Government Operations Officer II	OSEC-DILGB-LG002-698-1998	13	321,048.00	Bachelor's degree relevant to job	none required	none required	Career Service (Professional) Second 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	Southern Leyte

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10	Statistician I	OSEC-DILGB-STAT1-13-1998	11	267,792.00	Bachelor's degree relevant to the job	None Required	None Required	CS Prof/Second 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 	Regional Office
11	Administrative Assistant II	OSEC-DILGB-ADAS2-279-2005	8	210,060.00	<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>	4 hours relevant training	1 year relevant experience	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 	Northern Samar

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	Administrative Aide VI	OSEC-DILGB-ADA6-204-2005	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	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	Regional Office
13		OSEC-DILGB-ADA6-213-2005			*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course					Southern Leyte
14	Administrative Aide IV	OSEC-DILGB-ADA4-210-2005	4	165,684.00	* Must be able to read and write ** High School graduate or completion of 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	Leyte
15		OSEC-DILGB-ADA4-222-2005			Samar					
16		OSEC-DILGB-ADA4-218-2005			Biliran					
17		OSEC-DILGB-ADA4-224-2005			Tacloban City					
18		OSEC-DILGB-ADA4-223-2005			Ormoc City					

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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;
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 November 13, 2020**, to:*

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.