



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 12, 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	Administrative Aide IV	OSEC-DILGB-ADA4-219-2005	4	165,684.00	* 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

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 22, 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.