

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:

*Marianne Donillo*  
MARIVEL C. SACENDONCILLO, Regional Director  
(Head of Agency)

Date:

June 21, 2018

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 VIII	LG008-57-1998 LG008-59-1998	26	PHP 1,105,296.00	Masteral Degree or Equivalent	120 hours of supervisory/ management learning and development intervention undertaken within the last five (5) years	Five (5) years of supervisory/ management experience	CESO/CES	<b>CORE and LEADERSHIP Competencies* Functional:</b> 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Eastern Samar Biliran
2	Local Government Operations Officer VII	LG007-1411-2017 LG007-1409-2017 LG007-1408-2017	24	PHP 879,588.00	Masteral Degree or Equivalent	Completion of Training Course for LGOOs and 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Four (4) years in position/s involving management and supervision	CS Prof/Second level eligibility	<b>CORE and LEADERSHIP Competencies* Functional:</b> 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Leyte, Samar, Southern Leyte

3	Chief Administrative Officer	CADOF5-27-2005	24	PHP 879,588.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Four (4) years of supervisory/ management experience	CS Prof/ Second Level Eligibility	<b>CORE and LEADERSHIP Competencies*</b> <b>Functional:</b> 1. Critical and Analytical Thinking ; 2. Process Orientation; 3. Effective Communication, 4. Financial Mgt. Proficiency; 5. Administrative/ Support Service Proficiency.	Regional Office, Tacloban City
4	Local Government Operations Officer VI	LGOO6-173-2010 LGOO6-521-1998 LGOO6-522-1998 LGOO6-523-1998 LGOO6-524-1998	22	PHP 704,604.00	Bachelor's degree relevant to the job	Completion of Training Course for LGOOs	Four (4) years in position/s involving management and supervision	CS Prof/ Second Level Eligibility	<b>CORE and LEADERSHIP Competencies*</b> <b>Functional:</b> 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Northern Samar, Regional Office
5	Local Government Operations Officer V	LGOO5-329-1998 LGOO5-262-1998 LGOO5-433-1998 LGOO5-399-1998	20	PHP 564,444.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	CS Prof/ Second Level Eligibility	<b>CORE and LEADERSHIP Competencies*</b> <b>Functional:</b> 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Leyte2, Biliran, Esamar
6	Local Government Operations Officer III	LGOO3-48-1998 LGOO3-51-1998 LGOO3-56-1998	15	PHP 348,120.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Prof/ Second Level Eligibility	<b>CORE and LEADERSHIP Competencies*</b> <b>Functional:</b> 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Calbayog, Ormoc and Tacloban City Offices

7	Local Government Operations Officer II	LGOO2-644-1998 LGOO2-645-1998 LGOO2-657-1998 LGOO2-668-1998 LGOO2-670-1998 LGOO2-671-1998 LGOO2-676-1998 LGOO2-693-1998 LGOO2-694-1998 LGOO2-702-1998 LGOO2-705-1998 LGOO2-711-1998 LGOO2-712-1998 LGOO2-715-1998 LGOO2-718-1998 LGOO2-720-1998 LGOO2-732-1998 LGOO2-743-1998 LGOO2-752-1998	13	PHP 290,688.00	Bachelor's degree relevant to the job	None Required	None Required	CS Prof/ Second Level Eligibility	<b>CORE and LEADERSHIP Competencies*</b> <b>Functional:</b> 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Municipal Offices
8	Administrative Officer V	ADOF5-78-2005	18	PHP 457,020.00	Bachelor's degree relevant to the job	8 hours relevant training	Two (2) years relevant experience	CS Prof/ Second Level Eligibility	<b>CORE and LEADERSHIP Competencies*</b> <b>Functional</b> 1. Critical and Analytical Thinking; 2. Process Orientation; 3. Collaboration/Working with others 4. Information/Data/ Records Management; 5. Administrative Proficiency- HRMD: Recruitment and Selection; HRMD: Learning and Development; HRMD: Performance Management; and Employee Welfare and Benefits Administration	Regional Office, Tacloban City

9	Statistician I	STAT1-13-1998	11	PHP 242,148.00	Bachelor's degree relevant to the job	None Required	None Required	CS Prof/ Second Level Eligibility	<b>CORE Competencies* Functional:</b> 1. Effective Communication 2. Collaboration/Working well with others 3. Technical Proficiency: a. Data Collection and Management	Regional Office, Tacloban City
10	Administrative Assistant III	ADAS3-89-2005	9	PHP 209, 676.00	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub-Prof/ First Level Eligibility	<b>CORE Competencies* Functional:</b> 1. Critical and Analytical Thinking 2. Process Orientation 3. Collaboration/Working well with others 4. Information/Data/ Records Management 5. Financial Mgt. Proficiency 6. Administrative/ Support Service Proficiency	Regional Office, Tacloban City
11	Administrative Assistant II	ADAS2-268-2005  ADAS2-278-2005	8	PHP 195,384.00	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub-Prof/ First Level Eligibility	<b>CORE Competencies* Functional:</b> 1. Critical and Analytical Thinking 2. Process Orientation 3. Collaboration/Working well with others 4. Information/Data/ Records Management 5. Financial Mgt. Proficiency 6. Administrative/ Support Service Proficiency	Biliran and Eastern Samar Provincial Offices
12	Administrative Aide VI	ADA6-216-2005	6	PHP 172,080.00	Completion of 2 years studies in College	4 hours relevant training	1 year relevant experience	CS Sub-Prof/ First Level Eligibility	<b>CORE Competencies* Functional:</b> 1. Critical and Analytical Thinking 2. Process Orientation 3. Collaboration/Working well with others 4. Information /Data/Records Management 5. Financial Mgt. Proficiency 6. Administrative/ Support Service Proficiency	Leyte Provincial Office

13	Administrative Aide IV	ADA4-210-2005	4	PHP 152,088.00	Completion of 2 years studies in College	None Required	None Required	CS Sub-Prof/ First Level Eligibility	<b>CORE Competencies* Functional:</b> 1. Critical and Analytical Thinking 2. Process Orientation 3. Collaboration/Working well with others 4. Information /Data/Records Management 5. Financial Mgt. Proficiency 6. Administrative/ Support Service Proficiency	Regional Office; Leyte Provincial Office; Baybay, Catbalogan and Borongan City Offices
		ADA4-212-2005								
		ADA4-211-2005								
		ADA4-213-2005								
		ADA4-216-2005								

Interested and qualified applicants 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.

*QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:*

**MARIVEL C. SACENDONCILLO, CESO III**  
**Regional Director**

DILG Regional Office 8, Kanhuraw Hill, Tacloban City

*APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.*