

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:

ARTEMIO B. CANEJA, CESO V
OIC-Regional Director

Date:

March 26, 2019

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 VI	ADA6-212-2005 ADA6-204-2005	6	PHP 178,164.00	Completion of 2 years studies in College or Highschool graduate with relevant Vocational/ Trade Course	4 hours relevant training	1 year relevant experience	CS Sub-Prof/ First Level Eligibility / Relevant MC 11 2. 1996	<p>CORE COMPETENCIES (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 COMPETENCIES (Basic)</p> <ol style="list-style-type: none"> 1. Critical thinking 2. Analytical thinking 3. Collaboration 4. Process orientation 5. Information/data/records management 	Leyte Regional Office
2	Administrative Aide IV	ADA4-224-2005	4	PHP 158,568.00	Completion of 2 years studies in College	None Required	None Required	CS Sub-Prof/ First Level Eligibility/Relevant MC 11 2.1996	<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 2. Analytical thinking 3. Collaboration 4. Process orientation 5. Information/data/records management 	Tacloban City

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;
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:

ARTEMIO B. CANEJA, CESO V
OIC-Regional Director
DILG Regional Office 8, Kanhuraw Hill, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.