CS Form No. 9 Series of 2017

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:	May 20, 2019	

			Salary/				Qualificat	ion Standards		
No.	Position Title	Plantilla Item No.	Job/ Pay Grade	Annual Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Local Government Operations Officer VIII	OSEC-DILGB-LGOO8-57-1998	26	1,289,328.00	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	CORE and LEADERSHIP Functional: 1. Managing Knowledge & Information 2. Policy Research and Analysis 3. Influence 4. Program Management 5. Relationship Building 6. Effective Communication 7. Technical Proficiency	Region VIII
2	Chief Administrative Officer	OSEC-DILGB-CADOF-27-2005	24	1,000,872.00	Master's Degree	24 hours training in management and supervision/ 80 hours leadership	4 years in position involving management and supervision	CS Prof/ 2nd Level Eligibility	CORE (Advanced) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity LEADERSHIP (Intermediate) 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making FUNCTIONAL (Expert) 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	Regional Office

3		OSEC-DILGB-LGOO7-1411-2017	24						CORE (Advanced) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity	
4	Local Government	OSEC-DILGB-LGOO7-1410-2017	24	1,000,872,00	Master's Degree	Completion of	4 years in position involving	CS Prof/	LEADERSHIP (Intermediate) 1. Developing and inspiring others 2. Planning and managing teams	Pagina VIII
5	Operations Officer VII	OSEC-DILGB-LGOO7-1409-2017	24	1,000,012.00	Master's Degree	1,000,872.00 Master's Degree training course for LGOOs for LGOOs management and supervision Supervision Training course for LGOOs management and supervision 3. Problem solving and decision making FUNCTIONAL (Advanced) 1. Effective communication			2nd Level Eligibility	
6		OSEC-DILGB-LGOO7-1408-2017	24						Influence Managing knowledge and information Policy research and analysis Relationship building	
7		OSEC-DILGB-LGOO6-404-2017	22						CORE (Advanced) 1. Commitment to ethical service 2. Customer focus	
8		OSEC-DILGB-LGOO6-501-2017	22						Ensuring excellent reults Organizational sensitivity	
9	Local Government	OSEC-DILGB-LGOO6-253-2010	22	783,828.00	Bachelor's degree relevant to job	Completion of	3 years relevant experience	CS Prof/ 2nd Level Eligibility	LEADERSHIP (Intermediate) 1. Developing and inspiring others 2. Planning and managing teams	
10	Operations Officer VI	OSEC-DILGB-LGOO6-459-2017	22	763,826.00		training course for LGOOs			Problem solving and decision making FUNCTIONAL (Advanced)	Region VIII
11		OSEC-DILGB-LGOO6-448-2017	22						FUNCTIONAL (Advanced) 1. Effective communication 2. Influence 3. Managing knowledge and	
12		OSEC-DILGB-LGOO6-62-1998	22						information 4. Policy research and analysis 5. Relationship building	

13	Local Government Operations	OSEC-DILGB-LGOO5-275-1998	20	613,860.00	Bachelor's degree relevant to job	Completion of training course for LGOOs	2 years relevant experience	CS Prof/ 2nd Level Eligibility	CORE (Advanced) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity LEADERSHIP (Basic) 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making	Region VIII
14	Officer V	OSEC-DILGB-LGOO5-259-1998	20		(8)				FUNCTIONAL (Intermediate) 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building	
15	Local Government Operations Officer III	OSEC-DILGB-LGOO3-51-1998	15	366,372.00	Bachelor's degree relevant to job	None required	2 years relevant experience	CS Prof/ 2nd Level Eligibility	CORE (Intermediate) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity FUNCTIONAL (Basic) 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building	Region VIII
16		OSEC-DILGB-LGOO2-642-1998	13							
17		OSEC-DILGB-LGOO2-643-1998	13							
18		OSEC-DILGB-LGOO2-655-1998	13						CORE (Intermediate) 1. Commitment to ethical service	
19		OSEC-DILGB-LGOO2-707-1998	13						Customer focus Ensuring excellent reults	
20	Local Government Operations Officer II	OSEC-DILGB-LGOO2-726-1998	13	302,784.00	Bachelor's degree relevant	None required	1 year relevant	CS Prof/	Organizational sensitivity FUNCTIONAL (Basic)	Region VIII
21		OSEC-DILGB-LGOO2-735-1998	13		to job	,	experience	2nd Level Eligibility	Effective communication 2. Influence 3. Managing knowledge and	
22		OSEC-DILGB-LGOO2-710-1998	13						information 4. Policy research and analysis	
23		OSEC-DILGB-LGOO2-745-1998	13						Relationship building	

24		OSEC-DILGB-LGOO2-725-1998	13							
25		OSEC-DILGB-LGOO2-669-1998	13							
26	Administrative Assistant III	OSEC-DILGB-ADAS3-89-2005	9	215,700.00	Completion of 2 years studies in college OR highschool graduate with relevant cocational/trade course	4 hours relevant training	1 year relevant experience	CS Sub-Prof 1st Level Eligibility/ Relevant MC 11 2. 1996	CORE (Basic) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity FUNCTIONAL (Basic) 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	Region VIII
27	Administrative	OSEC-DILGB-ADAS2-279-2005	8	201,096.00		4 hours relevant training	1 year relevant experience	CS Sub-Prof 1st Level Eligibility/ Relevant MC 11 2. 1996	CORE (Basic) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity FUNCTIONAL (Basic) 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	Region VIII
28	Assistant II	OSEC-DILGB-ADAS2-278-2005	8	201,00000	graduate with relevant cocational/trade course					
29	Administrative	OSEC-DILGB-ADA6-212-2005	6	178.164.00	Completion of 2 years studies in college OR highschool	4 hours relevant	1 year relevant	CS Sub-Prof 1st Level Eligibility/	CORE (Basic) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent reults 4. Organizational sensitivity	Region VIII
30	Aide VI	OSEC-DILGB-ADA6-204-2005	6	,,,,,,,,,,,,	graduate with relevant cocational/trade course	training	experience	Relevant MC 11 2. 1996	FUNCTIONAL (Basic) 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	

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31		OSEC-DILGB-ADA4-216-2005	4						2007 (5)	
32		OSEC-DILGB-ADA4-210-2005	4		0 11 11 11 11 11				CORE (Basic) 1. Commitment to ethical service 2. Customer focus	
33		OSEC-DILGB-ADA4-215-2005	4		Completion of 2 years studies in college OR			CS Sub-Prof	Ensuring excellent reults Organizational sensitivity	
34	Administrative Aide IV	OSEC-DILGB-ADA4-219-2005	4	158,568.00	highschool graduate with relevant	4 hours relevant training	1 year relevant experience	1st Level Eligibility/ Relevant MC 11 2. 1996	FUNCTIONAL (Basic) 1. Critical thinking and analytical	Region VIII
35		OSEC-DILGB-ADA4-220-2005	4		cocational/trade course			1990	thinking 2. Collaboration 3. Process orientation	
36		OSEC-DILGB-ADA4-213-2005	4						Information/data/records management	
37		OSEC-DILGB-ADA4-224-2005	4							

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.