

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

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	OSEC-DILGB-LG008-57-1998	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 results 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	Local Government Operations Officer VII	OSEC-DILGB-LGOO7-1411-2017	24	1,000,872.00	Master's Degree	Completion of training course for LGOOs	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 results 4. Organizational sensitivity	Region VIII
4		OSEC-DILGB-LGOO7-1410-2017	24						LEADERSHIP (Intermediate) 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making	
5		OSEC-DILGB-LGOO7-1409-2017	24						FUNCTIONAL (Advanced) 1. Effective communication 2. Influence 3. Managing knowledge and information	
6		OSEC-DILGB-LGOO7-1408-2017	24						4. Policy research and analysis 5. Relationship building	
7	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-404-2017	22	783,828.00	Bachelor's degree relevant to job	Completion of training course for LGOOs	3 years relevant experience	CS Prof/ 2nd Level Eligibility	CORE (Advanced) 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity	Region VIII
8		OSEC-DILGB-LGOO6-501-2017	22						LEADERSHIP (Intermediate) 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making	
9		OSEC-DILGB-LGOO6-253-2010	22						FUNCTIONAL (Advanced) 1. Effective communication 2. Influence 3. Managing knowledge and information	
10		OSEC-DILGB-LGOO6-459-2017	22						4. Policy research and analysis 5. Relationship building	
11		OSEC-DILGB-LGOO6-448-2017	22							
12		OSEC-DILGB-LGOO6-62-1998	22							

13	Local Government Operations Officer V	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 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	Region VIII
14		OSEC-DILGB-LGOO5-259-1998	20						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 results 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	Local Government Operations Officer II	OSEC-DILGB-LGOO2-642-1998	13	302,784.00	Bachelor's degree relevant to job	None required	1 year relevant experience	CS Prof/ 2nd 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	Region VIII
17		OSEC-DILGB-LGOO2-643-1998	13							
18		OSEC-DILGB-LGOO2-655-1998	13							
19		OSEC-DILGB-LGOO2-707-1998	13							
20		OSEC-DILGB-LGOO2-726-1998	13							
21		OSEC-DILGB-LGOO2-735-1998	13							
22		OSEC-DILGB-LGOO2-710-1998	13							
23		OSEC-DILGB-LGOO2-745-1998	13							

31	Administrative Aide IV	OSEC-DILGB-ADA4-216-2005	4	158,568.00	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 results 4. Organizational sensitivity FUNCTIONAL (Basic) 1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management	Region VIII
32		OSEC-DILGB-ADA4-210-2005	4							
33		OSEC-DILGB-ADA4-215-2005	4							
34		OSEC-DILGB-ADA4-219-2005	4							
35		OSEC-DILGB-ADA4-220-2005	4							
36		OSEC-DILGB-ADA4-213-2005	4							
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.