

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT in the CSC website:


CHRISTY ANNE C. AMBOY
HRMO

Date: August 4, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Local Government Operations Officer VII	OSEC-DILGB-LGOO7-1409-2017	24	86,742.00	Masteral Degree	Completion of training course for LGOOs	4 years in position involving management and supervision	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Intermediate)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Advanced)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Southern Leyte

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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2	Local Government Operations Officer VII	OSEC-DILGB-LGOO7-1406-2017	24	86,742.00	Masteral Degree	Completion of training course for LGOOs	4 years in position involving management and supervision	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Intermediate)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Advanced)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Northern Samar
3	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-62-1998	22	68,415.00	Bachelor's degree	Completion of training course for LGOOs	3 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Intermediate)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Advanced)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	DILG Regional Office 08

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4	Local Government Operations Officer VI	OSEC- DILGB- LGOO6-486- 2017	22	68,415.00	Bachelor's degree	Completion of training course for LGOOs	3 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Intermediate)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Advanced)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Samar
5	Local Government Operations Officer VI	OSEC- DILGB- LGOO6-458- 2017	22	68,415.00	Bachelor's degree	Completion of training course for LGOOs	3 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Intermediate)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Advanced)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Samar

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6	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-434-2017	22	68,415.00	Bachelor's degree	Completion of training course for LGOOs	3 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Intermediate)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Advanced)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Northern Samar
7	Local Government Operations Officer V	OSEC-DILGB-LGOO5-296-1998	20	54,251.00	Bachelor's degree	Completion of training course for LGOOs	2 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Basic)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Intermediate)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Samar

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8	Local Government Operations Officer V	OSEC-DILGB-LGOO5-285-1998	20	54,251.00	Bachelor's degree	Completion of training course for LGOOs	2 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Basic)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Intermediate)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Eastern Samar
9	Local Government Operations Officer V	OSEC-DILGB-LGOO5-262-1998	20	54,251.00	Bachelor's degree	Completion of training course for LGOOs	2 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Basic)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Intermediate)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Northern Samar

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10	Local Government Operations Officer V	OSEC-DILGB-LGOO5-329-1998	20	54,251.00	Bachelor's degree	Completion of training course for LGOOs	2 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Basic)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Intermediate)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Northern Samar
11	Local Government Operations Officer V	OSEC-DILGB-LGOO5-386-1998	20	54,251.00	Bachelor's degree	Completion of training course for LGOOs	2 years relevant experience	CS Prof/ 2nd Level Eligibility	<p>CORE (Advanced)</p> <ol style="list-style-type: none"> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity <p>LEADERSHIP (Basic)</p> <ol style="list-style-type: none"> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making <p>FUNCTIONAL (Intermediate)</p> <ol style="list-style-type: none"> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Biliran

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	Local Government Operations Officer II	OSEC-DILGB-LGOO2-730-1998	13	28,276.00	Bachelor's degree	None required	None required	CS Prof/ 2nd Level Eligibility	<p>CORE (Intermediate)</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. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Eastern Samar
13	Local Government Operations Officer II	OSEC-DILGB-LGOO2-734-1998	13	28,276.00	Bachelor's degree	None required	None required	CS Prof/ 2nd Level Eligibility	<p>CORE (Intermediate)</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. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building 	Eastern Samar

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14	Administrative Assistant II	OSEC-DILGB-ADAS2-269-2005	8	18,251.00	<p>* Must be able to read and write</p> <p>** High School graduate or completion of relevant vocational / trade course</p> <p>*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course</p>	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<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 and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Eastern Samar
15	Administrative Aide VI	OSEC-DILGB-ADA6-215-2005	6	16,200.00	<p>* Must be able to read and write</p> <p>** High School graduate or completion of relevant vocational / trade course</p> <p>*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course</p>	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<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 and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Samar

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16	Administrative Aide VI	OSEC-DILGB-ADA6-214-2005	6	16,200.00	<p>* Must be able to read and write</p> <p>** High School graduate or completion of relevant vocational / trade course</p> <p>*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course</p>	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<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 and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Biliran
17	Administrative Aide IV	OSEC-DILGB-ADA4-211-2005	4	14,400.00	<p>* Must be able to read and write</p> <p>** High School graduate or completion of relevant vocational / trade course</p> <p>*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course</p>	none required	none required	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<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 and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Samar

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18	Administrative Aide IV	OSEC-DILGB-ADA4-220-2005	4	14,400.00	<p>* Must be able to read and write</p> <p>** High School graduate or completion of relevant vocational / trade course</p> <p>*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course</p>	none required	none required	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<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 and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Eastern Samar
19	Administrative Aide IV	OSEC-DILGB-ADA4-221-2005	4	14,400.00	<p>* Must be able to read and write</p> <p>** High School graduate or completion of relevant vocational / trade course</p> <p>*** Completion of two-year studies in College or High School graduate with relevant vocational/trade course</p>	none required	none required	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	<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 and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management 	Northern Samar

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20	Administrative Aide IV	OSEC-DILGB-ADA4-218-2005	4	14,400.00	* 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	<p>CORE (Basic)</p> <p>1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity</p> <p>FUNCTIONAL (Basic)</p> <p>1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management</p>	Biliran

Interested and 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 not later than August 14, 2021.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Photocopy of Diploma;
6. Copy of Written Notice of Passing Result of DILG Pre-Qualifying Examination (PQE), if any.

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

KARL CAESAR R. RIMANDO, CESO III
Regional Director
DILG Regional Office 08,
Kanhuraw Hill, Tacloban City
dilg8personnel.rsp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.