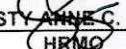


Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Request for Publication of Vacant Positions

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 5, 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	Administrative Assistant II	OSEC-DILGB-ADAS2-264-2005	8	18,251.00	* 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	4 hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-Professional) / First Level Eligibility	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	Southern Leyte

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 15, 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.