

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

Date: February 5, 2024

JANE A. VILLARDO  
HRMD  
MORDEVA

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-LGOO7-109-1998	24	90,078.00	Masteral Degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervision and management experience	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
2	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-462-2017	22	71,511.00	Bachelor's Degree	Completion of training course for LGOOs	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
3	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-471-2017	22	71,511.00	Bachelor's Degree	Completion of training course for LGOOs	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
4	Local Government Operations Officer II	OSEC-DILGB-LGOO2-643-1998	13	31,320.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII

5	Local Government Operations Officer II	OSEC-DILGB-LG002-648-1998	13	31,320.00	Bachelor's Degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
6	Local Government Operations Officer II	OSEC-DILGB-LG002-672-1998	13	31,320.00	Bachelor's Degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
7	Local Government Operations Officer II	OSEC-DILGB-LG002-676-1998	13	31,320.00	Bachelor's Degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
8	Administrative Assistant II (Clerk IV)	OSEC-DILGB-ADAS2-275-2005	8	19,744.00	Completion of two years studies in College	4 hours relevant training	1 year relevant experience		Career Service (Sub-Professional) First Level Eligibility	n/a	DILG Region VIII

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the link provided below not later than **February 15, 2024**.

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](http://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; and
7. Proof of Completion of Training Course for LGOOs II & III, if applicable.

This office highly encourages all interested and qualified applicants, and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to **upload their application documents** in the link provided below:

[bit.ly/FebruaryVacancy2024](https://bit.ly/FebruaryVacancy2024)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**