

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  
Regional Director

Date: August 19, 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 VI	OSEC-DILGB-LGOO6-519-2017	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	<b>CORE (Advanced)</b> 1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity  <b>LEADERSHIP (Intermediate)</b> 1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making  <b>FUNCTIONAL (Advanced)</b> 1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building	Region VIII

2	Local Government Operations Officer V	OSEC-DILGB-LGOO5-303-1998	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	<p><b>CORE (Advanced)</b></p> <p>1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity</p> <p><b>LEADERSHIP (Basic)</b></p> <p>1. Developing and inspiring others 2. Planning and managing teams 3. Problem solving and decision making</p> <p><b>FUNCTIONAL (Intermediate)</b></p> <p>1. Effective communication 2. Influence 3. Managing knowledge and information 4. Policy research and analysis 5. Relationship building</p>	Region VIII
3	Administrative Assistant II	OSEC-DILGB-ADAS2-273-2005	8	201,096.00	Completion of 2 years studies in college OR highschool graduate with relevant vocational/trade course	4 hours relevant training	1 year relevant experience	CS Sub-Prof 1st Level Eligibility/ Relevant MC 11 2. 1996	<p><b>CORE (Basic)</b></p> <p>1. Commitment to ethical service 2. Customer focus 3. Ensuring excellent results 4. Organizational sensitivity</p> <p><b>FUNCTIONAL (Basic)</b></p> <p>1. Critical thinking and analytical thinking 2. Collaboration 3. Process orientation 4. Information/data/records management</p>	Region VIII

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](http://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**  
**Regional Director**  
DILG Regional Office 8, Kanhuraw Hill, Tacloban City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.