

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:

JANE A. VILLANUEVA
HRMO

Date: September 21, 2023

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 V	OSEC- DILGB- LGOO5-394- 1998	20	57,347.00	Bachelor's Degree	Completion of training course for LGOOs	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
2	Local Government Operations Officer V	OSEC- DILGB- LGOO5-325- 1998	20	57,347.00	Bachelor's Degree	Completion of training course for LGOOs	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
3	Local Government Operations Officer V	OSEC- DILGB- LGOO5-433- 1998	20	57,347.00	Bachelor's Degree	Completion of training course for LGOOs	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
4	Administrative Officer V (HRMO III)	OSEC- DILGB- ADOF5-78- 2005	18	46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII

5	Local Government Operations Officer III	OSEC-DILGB-LGOO3-43-1998	15	36,619.00	Bachelor's Degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
6	Local Government Operations Officer II	OSEC-DILGB-LGOO2-686-1998	13	31,320.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
7	Local Government Operations Officer II	OSEC-DILGB-LGOO2-645-1998	13	31,320.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
8	Local Government Operations Officer II	OSEC-DILGB-LGOO2-718-1998	13	31,320.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
9	Local Government Operations Officer II	OSEC-DILGB-LGOO2-687-1998	13	31,320.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	DILG Region VIII
10	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

11	Administrative Assistant II (Clerk IV)	OSEC-DILGB-ADAS2-279-2005	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
12	Administrative Aide VI (Clerk III)	OSEC-DILGB-ADA6-216-2006	6	17,553.00	Completion of two years studies in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	n/a	DILG Region VIII
13	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-220-2005	4	15,586.00	Completion of two years studies in College	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	n/a	DILG Region VIII
14	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-210-2005	4	15,586.00	Completion of two years studies in College	None required	None required	Relevant MC 11 s. 1996 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 **October 1, 2023**.

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; 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:

<https://bit.ly/VacancySeptember2023>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.