



November 16, 2020

MS. MA. NOEMI C. BUSTAMANTE

Director II
Cagayan-Batanes Field Office
Civil Service Commission Region 2
RGC, Carig Sur, Tuguegarao City


Dear Director Bustamante:

Mabuhay!

Pursuant to Memorandum Circular No. 17 series of 2002, we are respectfully submitting the attached Notice of Vacant Positions in DILG Region 2 for publication.

Our warmest regards!

Very truly yours,


JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director


FAD/PS
EAD/IBS/MCD

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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 of the following vacant positions of DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT in the CSC website:


JONATHAN PAUL M. LEUSEN, JR., CESO III
(Head of Agency)

Date:

November 16, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			
1	Local Government Operations Officer VI (LG00 VI)	OSEC-DILGB- LG006-13-2003	22	66,867	Bachelor's degree	Completion of LG00 Induction Training	3 years of relevant experience	Career Service (Professional)/ Second level	Level 3 on the ff. CORE Competencies: 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; Level 3 on the Functional Competencies: 1. Effective Communication ; 2. Influence; 3. Managing Knowledge and Forum; 4. Policy Research and Analysis; 5. Program Development and Management; 6. Relationship Building; 7. Technical Proficiency on Local Governance Operations; Level 2 on Leadership Competencies: 1. Developing and Inspiring Others; 2. Planning Work and Managing Teams; 3. Problem Solving and Decision Making;	Isabela

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter indicating the position and location and send to the address below not later than September 21, 2020.

- 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;
- Performance rating in the present position for one (1) year (if applicable);
- Photocopy of the following documents:
 - Certificate of eligibility/rating/license
 - Transcript of Records and/or Certification of Grades with Masteral/Doctoral Units earned
 - Diploma
 - Certificate/s of Training/s Attended/Participated relevant to the position being applied
 - Non-academic awards received for the past 2 years (Citations/Recognition/Commendation)
- Certificate of Employment (if applicable; for non-DILG applicants); and
- Pre-Qualifying Exam (PQE) Results** (for non-DILG applicants)

****Prospective applicants must submit the following documents to the nearest DILG Regional/Provincial/City/Municipal Office for endorsement purposes:**

1. Letter intent to take the PQE addressed to the Regional Director
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.dilg.gov.ph](#) and
3. Photocopy of Eligibility/Rating/License

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

Jonathan Paul M. Leusen, Jr., CESO III

Director IV

DILG RO 2, Carig Sur, Tuguegarao City
tzollig@yanoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.