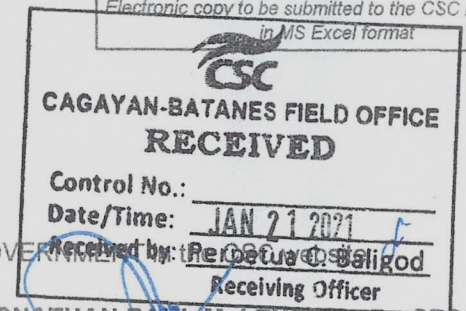


Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

JONATHAN PAUL M. LEUSEN, JR., CESO III  
(Head of Agency)  
Date: February 12, 2021

No.	Position Title	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 VI (LGOO VI)	OSEC-DILGB-LG006-1131-2017	22	68415	Bachelor's degree	Completion of LGOO 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;	Cagayan
2	Administrative Assistant III	OSEC-DILGB-ADAS3-66-2005	9	18251	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours relative training	1 year of relevant experience	Relevant MC 11 s.1996 Career Service (Sub-Professional) / First Level Eligibility	Level 1 on the ff. CORE Competencies: 1. Commitment to Ethical Service and Good Governance 2. Customer Focus 3. Ensuring Excellent Result 4. Organizational Sensitivity Level 1 on Functional Competencies: 1. Critical Thinking; 2. Collaboration /Working with Others; 3. Process Orientation; 4. Information/Records Management; 5. Administrative/Support Services Proficiency	RO-ORD

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 February 22, 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of the following documents:
  - a. Certificate of eligibility/rating/license
  - b. Transcript of Records and/or Certification of Grades with Masteral/Doctoral Units earned
  - c. Diploma
  - d. Certificate/s of Training/s Attended/Participated relevant to the position being applied
  - e. Non-academic awards received for the past 2 years (Citations/Recognition/Commendation)
4. Certificate of Employment (if applicable; for non-DILG applicants); and
5. 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.csc.gov.ph](http://www.csc.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  
[jzdlg@yahoo.com](mailto:jzdlg@yahoo.com)

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