



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel. No.: 078.304.5378/304.1978/304.7378
Fax No. : 078.304.9345

ISO 9001:2015
CERTIFIED



February 17, 2021

MS. MARIA NOEMI S. BUSTAMANTE

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

Dear Director Bustamante:

Mabuhay!

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

Our warmest regards!

Very truly yours,

A large, stylized handwritten signature in blue ink, belonging to Jonathan Paul M. Leusen, Jr.

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

FAD/PS
IBS/MCD

A small, stylized handwritten mark or signature in blue ink.

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: February 17, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency applicable) (if	
1	Administrative Aide VI (Clerk III)	OSEC-DILGB- ADA6-88-2005	6	15524	Completion of two-year studies in College or High School graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional)/ First level	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/Analytical Thinking; 2. Collaboration with Others; 3. Process Orientation; 4. Information/Data/Records Management; 5. Administrative/Support Services Proficiency	Regional Office

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 March 01, 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;
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; 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

jdilg@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.