



July 8, 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 Positions in DILG Region 2 for publication.

Our warmest regards!

Very truly yours,



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

FAD/PS
IBS/GTM/MCD



2021-AD-2021-07-08-011

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: July 8, 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 IV (LGOO IV)	OSEC-DILGB- LGOO4-170-1998	18	43681	Bachelor's degree	Completion of Induction Training Course for LGOOs	2 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 2 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;	Regional Office
2	Local Government Operations Officer VI (LGOO VI)	OSEC-DILGB- LGOO6-16-2010	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

3	Local Government Operations Officer V (LGOO V)	OSEC-DILGB-LGOO5-1089-1998	20	54251	Bachelor's degree	Completion of Induction Training Course for LGOOs	2 years of relevant experience	Career Service (Professional)/ Second level	<p>Level 3 on the ff. CORE Competencies:</p> <p>1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; Level 2 on the Functional Competencies:</p> <p>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 1 on Leadership Competencies:</p> <p>1. Developing and Inspiring Others; 2. Planning Work and Managing Teams; 3. Problem Solving and Decision Making;</p>	Isabela
4	Local Government Operations Officer V (LGOO V)	OSEC-DILGB-LGOO5-1091-1998	20	54251	Bachelor's degree	Completion of Induction Training Course for LGOOs	2 years of relevant experience	Career Service (Professional)/ Second level	<p>Level 3 on the ff. CORE Competencies:</p> <p>1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; Level 2 on the Functional Competencies:</p> <p>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 1 on Leadership Competencies:</p> <p>1. Developing and Inspiring Others; 2. Planning Work and Managing Teams; 3. Problem Solving and Decision Making;</p>	Quirino
5	Local Government Operations Officer VI (LGOO VI)	OSEC-DILGB-LGOO6-1094-2017	22	68415	Bachelor's degree	Completion of LGOO Induction Training	3 years of relevant experience	Career Service (Professional)/ Second level	<p>Level 3 on the ff. CORE Competencies:</p> <p>1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; Level 3 on the Functional Competencies:</p> <p>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 1 on Leadership Competencies:</p> <p>1. Developing and Inspiring Others; 2. Planning Work and Managing Teams; 3. Problem Solving and Decision Making;</p>	Isabela

6	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-110-1998	13	26754	Bachelor's Degree	None required	None required	Career Service Professional/2nd Level eligibility	Level 2 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	Cagayan
7	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-4-2014	4	14400	Completion of two-year studies in College or High School graduate with relevant vocational/trade course	None required	None required	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	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 July 19, 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
r2dilg@yahoo.com