

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan  
<http://region2.dilg.gov.ph>

November 3, 2023

**MR. VALNIZAN H.C. CALUBAQUIB**  
Acting Provincial Director  
Cagayan-Batanes Field Office  
Civil Service Commission 2  
RGC, Carig, Tuguegarao City, Cagayan  
[cscreg2cbfopub@gmail.com](mailto:cscreg2cbfopub@gmail.com)

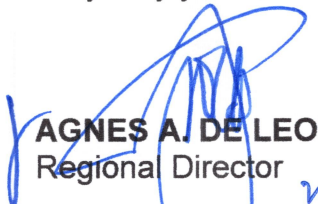
Dear **PD Calubaquib**:

*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,

  
**AGNES A. DE LEON, CESO V**  
Regional Director

FAD/PSI/BS/GTM/MCD/jap  
R02-FAD-2023-11-03-005

# QUALIFICATION STANDARDS

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POSITION	SG	LEVEL	GOV'T. SECTOR	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Driver Courier III	08	1	National	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Driver License (MC 11, s. 96 - Cat. II)
Driver I	03	1	National, GFI, Local	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)
Driver II	04	1	National, GFI, Local	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96 - Cat. II)
Driver III	08	1	GFI	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	Driver License (MC 11, s. 96 - Cat. II)
Driver IV	10	1	GFI	Elementary School Graduate	2 years of relevant experience	8 hours of relevant training	Driver License (MC 11, s. 96 - Cat. II)
Driver-Mechanic A	09	1	IUG	High School Graduate or Completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Mechanic (MC 11, s. 96 - Cat. I)
Driver-Mechanic B	07	1	IUG	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Mechanic (MC 11, s. 96 - Cat. I)
Driving Skills Rater	08	1	National	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Driver License (MC 11, s. 96 - Cat. II)
Economic Development Analyst	11	2	National, GFI	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Economic Development Specialist I	13	2	National, GFI	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Economic Development Specialist II	16	2	National, GFI	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Economic Researcher	09	2	National, GFI, Local	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility

# Other qualification provided for under the Constitution and other pertinent laws

\*\* No final salary grade allocation by DBM yet

@ Including the requirements of Filipino Citizenship, of good moral character and a resident of the Local Government unit concerned as provided for in the 1991 Local Government Code.

\*Oth  
\*\* No

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:

  
**MARIA LUISA C. DY**

HRMO III

Date: November 3, 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 II (LGOO II)	OSEC-DILGB-LGOO2-76-1998	13	Php 31,320.00	Bachelor's Degree	None Required	None Required	Career Service Professional /2nd Level Eligibility	<b>Level 2 on the ff. CORE Competencies:</b> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; <b>Level 1 on the Functional Competencies:</b> 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;	Isabela

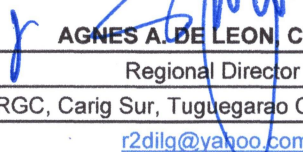


2	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-53-1998	13	Php 31,320.00	Bachelor's Degree	None Required	None Required	Career Service Professional /2nd Level Eligibility	<b>Level 2 on the ff. CORE Competencies:</b> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; <b>Level 1 on the Functional Competencies:</b> 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	Administrative Aide IV (Driver II)	OSEC-DILGB-ADA4-92-2010	4	Php 15,586.00	Elementary School Graduate	None required	None required	Driver License (MC 11 S.96-CAT II)	<b>Level 1 on the ff. CORE Competencies:</b> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity. <b>Level 1 on the Functional Competencies:</b> 1. Critical/Analytical thinking; 2. Collaboration/working 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 and send to the address below not later than November 3, 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

  
**AGNES A. DE LEON, CESO V**  
 Regional Director  
 RGC, Carig Sur, Tuguegarao City, Cagayan  
[r2dilig@yahoo.com](mailto:r2dilig@yahoo.com)

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