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CAGAYAN-BATANES FIELD OFFICE
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Control No.: 201-01-075
Date/Time: 17 JAN 2024
By: DIANA ROSE R. C. [Signature]
HRS: [Signature]

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION 2

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
<http://region2.dilg.gov.ph>

January 16, 2024

DIR. REWINA D. ARUGAY

Provincial Director
Cagayan-Batanes Field Office
Civil Service Commission 2
RGC, Carig, Tuguegarao City, Cagayan
cscreg2cbfopub@gmail.com

Dear **Dir. Arugay**:

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,

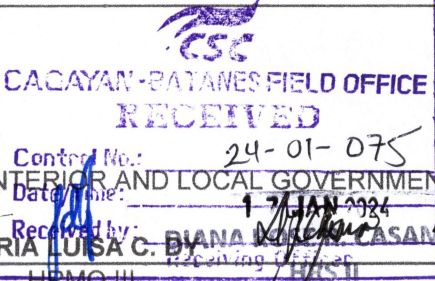

AGNES A. DE LEON, CESO IV
Regional Director

FAD/PSI/IBS/GTM/MCD/jap

RO2-FAD-2024-01-16-011

RO2-2024-01-17-013
DILG REGION 2 SECTION
RELEASED
BY: [Signature]
DATE: 17-1-2024
TIME: 11:02 am

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:

Date: January 17, 2024

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 V (LGOO V)	OSEC-DILGB-LGOO5-995-1998	20	Php 57,347.00	Bachelor's Degree	Completion of Training Course for LGOOs	Two (2) years of relevant experience	Career Service (Professional) Second Level eligibility	<p>Level 3 on the ff. CORE Competencies:</p> <ol style="list-style-type: none">1. Commitment to Ethical Service and Good Governance;2. Customer Focus;3. Ensuring Excellent Result;4. Organizational Sensitivity; <p>Level 1 on the ff. LEADERSHIP Competencies:</p> <ol style="list-style-type: none">1. Developing and Inspiring Others2. Planning Work and Managing Teams3. Problem Solving and Decision Making <p>Level 2 on the Functional Competencies:</p> <ol style="list-style-type: none">1. Effective Communication ;2. Influence;3. Managing Knowledge and Information;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 IV (LGOO IV)	OSEC-DILGB-LGOO4-179-1998	18	Php 46,725.00	Bachelor's Degree	Completion of Training Course for LGOOs	Two (2) years of relevant experience	Career Service (Professional) Second Level eligibility	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 Information; 4. Policy Research and Analysis; 5. Program Development and Management; 6. Relationship Building; 7. Technical Proficiency on Local Governance Operations.	Regional Office
3	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-87-1998	13	Php 31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second 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 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.	Isabela
4	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-88-1998	13	Php 31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second 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 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.	Isabela


5	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-54-1998	13	Php 31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level eligibility	<p>Level 2 on the ff. CORE Competencies:</p> <ol style="list-style-type: none"> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; <p>Level 1 on the Functional Competencies:</p> <ol style="list-style-type: none"> 1. Effective Communication ; 2. Influence; 3. Managing Knowledge and Forum; 4. Policy Research and Analysis; 5. Program Development and Management; 6. Relationship Building; 7. Technnical Proficiency on Local Governance Operations. 	Quirino
6	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-108-1998	13	Php 31,320.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level eligibility	<p>Level 2 on the ff. CORE Competencies:</p> <ol style="list-style-type: none"> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; <p>Level 1 on the Functional Competencies:</p> <ol style="list-style-type: none"> 1. Effective Communication ; 2. Influence; 3. Managing Knowledge and Forum; 4. Policy Research and Analysis; 5. Program Development and Management; 6. Relationship Building; 7. Technnical Proficiency on Local Governance Operations. 	Nueva Vizcaya
7	Administrative Assistant II (Accounting Clerk III)	OSEC-DILGB-ADAS2-92-2005	8	Php 19,744.00	Completion of Two-Year Studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level eligibility	<p>Level 1 on the ff. CORE Competencies:</p> <ol style="list-style-type: none"> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity. <p>Level 1 on the Functional Competencies:</p> <ol style="list-style-type: none"> 1. Critical/Analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/Data/Records Management; 5. Administrative/Support Services Proficiency 	Quirino
8	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-98-2005	4	Php 15,586.00	Completion of Two-Year Studies in College	None required	None required	Career Service (Sub-Professional) First Level eligibility	<p>Level 1 on the ff. CORE Competencies:</p> <ol style="list-style-type: none"> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity. <p>Level 1 on the Functional Competencies:</p> <ol style="list-style-type: none"> 1. Critical/Analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/Data/Records Management; 5. Administrative/Support Services Proficiency 	Isabela

9	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-105-2005	4	Php 15,586.00	Completion of Two-Year Studies in College	None required	None required	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 the Functional Competencies: 1. Critical/Analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/Data/Records Management; 5. Administrative/Support Services Proficiency	Nueva Vizcaya
10	Administrative Aide IV (Driver II)	OSEC-DILGB-ADA4-92-2010	4	Php 15,586.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC 11,s.1996 as amended by CSC MC 10,s.2013 Cat IV)	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 the Functional Competencies: 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 indicating the specific item number and location applying for. Attach the following documents to the application letter and send to the address below not later than January 27, 2024.

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 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 IV
 Regional Director
 RGC, Carig Sur, Tuguegarao City, Cagayan
r2dilg@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.