

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

Date: OCTOBER 1, 2021

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- LGOO5-1001-1998	20	Php 54,251.00	Bachelor's Degree	Completion of LGOO II Induction Training	2 years of relevant experience	Career Service Professional/2nd Level Eligibility	<b>Level 3 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 ff. LEADERSHIP Competencies:</b> 1. Problem Solving and Decision Making 2. Developing and Inspiring Others 3. Planning and Managing Teams <b>Level 2 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

2	Local Government Operations Officer V (LGOO V)	OSEC-DILGB-LGOO5-1002-1998	20	Php 54,251.00	Bachelor's Degree	Completion of LGOO II Induction Training	2 years of relevant experience	Career Service Professional/2nd Level Eligibility	<p><b>Level 3 on the ff. CORE Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Commitment to Ethical Service and Good Governance;</li> <li>2. Customer Focus;</li> <li>3. Ensuring Excellent Result;</li> <li>4. Organizational Sensitivity;</li> </ol> <p><b>Level 1 on the ff. LEADERSHIP Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Problem Solving and Decision Making</li> <li>2. Developing and Inspiring Others</li> <li>3. Planning and Managing Teams</li> </ol> <p><b>Level 2 on the Functional Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Effective Communication ;</li> <li>2. Influence;</li> <li>3. Managing Knowledge and Forum;</li> <li>4. Policy Research and Analysis;</li> <li>5. Program Development and Management,</li> <li>6. Relationship Building;</li> <li>7. Technical Proficiency on Local Governance Operations;</li> </ol>	Cagayan
3	Local Government Operations Officer IV (LGOO IV)	OSEC-DILGB-LGOO4-179-1998	18	Php 43,681.00	Bachelor's Degree	Completion of LGOO II Induction Training	2 years of relevant experience	Career Service Professional/2nd Level Eligibility	<p><b>Level 3 on the ff. CORE Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Commitment to Ethical Service and Good Governance;</li> <li>2. Customer Focus;</li> <li>3. Ensuring Excellent Result;</li> <li>4. Organizational Sensitivity;</li> </ol> <ol style="list-style-type: none"> <li>1. Problem Solving and Decision Making</li> <li>2. Developing and Inspiring Others</li> <li>3. Planning and Managing Teams</li> </ol> <p><b>Level 2 on the Functional Competencies:</b></p> <ol style="list-style-type: none"> <li>1. Effective Communication ;</li> <li>2. Influence;</li> <li>3. Managing Knowledge and Forum;</li> <li>4. Policy Research and Analysis;</li> <li>5. Program Development and Management,</li> <li>6. Relationship Building;</li> <li>7. Technical Proficiency on Local Governance Operations;</li> </ol>	Regional Office

4	Administrative Aide IV (Clerk II)	OSEC-DILGB- ADA4-97-2005	4	Php 14, 400.00	Completion of Two- Year Studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service Sub- Professional/1st Level Eligibility	<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;	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 October 11, 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 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:

**MARIA LUISA C. DY**

HRMO III

RGCC, Carig Sur, Tuguegarao City, Cagayan

[r2dilg@yahoo.com](mailto:r2dilg@yahoo.com)

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