

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: April 20, 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	Administrative Aide VI (Clerk III)	OSEC-DILGB-ADA6-116-2005	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	Nueva Vizcaya

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 May 3, 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

rzdilg@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.