

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: March 4, 2022

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 VI (LGOO VI)	OSEC-DILGB- LGOO6-1079-2017	22	Php 69,963.00	Bachelor's Degree	Completion of LGOO II Induction Training	3 years of relevant experience	Career Service Professional/2nd 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 ff. LEADERSHIP Competencies: 1. Problem Solving and Decision Making 2.. Developing and Inspiring Others 3 Planning and Managing Teams 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. Technnical Proficiency on Local Governance Operations;	Nueva Vizcaya

2	Planning Officer III (PLO III)	OSEC-DILGB- PLO3-94-2010	18	Php 45, 203.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional/2nd Level Eligibility	<p>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 1 on the ff. LEADERSHIP Competencies: 1. Problem Solving and Decision Making 2.. Developing and Inspiring Others 3. Planning and Managing Teams 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.</p>	Regional Office
3	Administrative Assistant II (Accounting Clerk III)	OSEC-DILGB- ADAS2-88-2005	08	Php 18,998.00	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub Professional/1st Level Eligibility	<p>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. Effective Communication . 5 2. Influence; 3. Managing Knowledge and Forum; 4. Policy Research and Analysis; Program Development and Management, 6. Relationship Building; 7. Technical Proficiency on Local Governance Operations.</p>	Batanes

4	Administrative Aide VI (Clerk III)	OSEC-DILGB-ADA6-106-2005	06	Php 16, 877.00	Completion of Two-Year Studies in College	One (1) Year of Relevant Experience	4 hours of relevant training	Career Service Sub-Professional/1st 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. 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
5	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-96-2005	04	Php 14, 993.00	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	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. 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

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 March 14, 2022.

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:

MARIA LUISA C. DY

HRMO III

RGC, Carig Sur, Tuguegarao City, Cagayan

r2dilg@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.