



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 02

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan

<http://region2.dilg.gov.ph>

MEMORANDUM

**TO : ALL PROVINCIAL DIRECTORS, DIVISION CHIEFS AND
UNIT HEADS OF THE OFFICE OF THE REGIONAL
DIRECTOR**

**SUBJECT : SUBMISSION OF INTENT WITH COMPLETE
ATTACHMENTS FOR THE POSTED VACANT POSITIONS**

DATE : JULY 9, 2025

Be informed that the deadline of submission of intent with complete attachments for the posted vacant positions is on **July 19, 2025:**

Position	SG	Item Number	Location	Vacated by	Next in Rank (Based on System of Ranking Positions)
Local Government Operations Officer VI	22	OSEC- DILGB- LGOO6- 1118-2017	Isabela	Mr. Enrique U. Azurin	LGOO V
Local Government Operations Officer IV	18	OSEC- DILGB- LGOO4- 175-1998	Regional Office	LGOO V Emmalene Kaye M. Linacero- Babalo	LGOO III
Local Government Operations Officer II	13	OSEC- DILGB- LGOO2-93- 1998	Isabela	LGOO II April Rose M. Galutan- Sabug	Open (Entry Level)
Administrative Assistant II (Disbursing Officer II)	8	OSEC- DILGB- ADAS2-97- 2005	DILG Quirino	Mr. John Paul D. Caulan	Open (Entry Level)

In this connection, all interested and qualified applicants shall submit the following documents to the concerned ARD/PD/DC:

1. Letter of intent indicating the Plantilla Item Number and place of assignment of the position applied for. Attached is the request for publication duly received by CSC for reference;

2. Duly accomplished and notarized Personal Data Sheet generated from the DILG HRIS declaring ALL trainings attended regardless of the year attended with attached Work Experience Sheet (CSC Form 212, Revised 2017);
3. Certification of Individual Performance Commitment Rating (Numerical) for the last rating period in the present position certified by the Program Managers for Provincial Office and the Human Resource Management Officer for Regional Office;
4. List of Outstanding Accomplishments with the corresponding photocopies of the Awards/Citations/Commendations received;
5. Photocopy of Regional Order/s of a designation to perform his/her functions than the present position in an Officer-In-Charge/Acting capacity;
6. List of Trainings attended that are relevant to the duties of the position applied for with attached photocopies of the Certificate of Attendance/ Participation duly certified/authenticated by the HRMO; and
7. Photocopy of Certificate of Grades for applicants with Masters/Doctorate units or photocopy of TOR for those who have already completed a Masters/Doctorate degree.

Applicants must ensure that all of the above-enumerated documents are complete and placed in a folder with checklist and properly tabbed before submitting to this level.

The Provincial Human Resource Merit Selection and Promotion Board (PHRMSPB) shall conduct a pre-assessment of personnel-candidates in their respective AOR and submit the Comparative Assessment together with the recommendation and application documents to the RHRMSPB Chairperson, Attention: RHRMSPB Secretariat thru r2dilg@yahoo.com on or before the set deadline.

For compliance.

(sgd.)

ELPIDIO A. DURWINCESO IV

Assistant Regional Director/
Chairperson, RHRMSPB

Noted:

AGNES A. DE LEON, CESO IV

Regional Director

FAD/PHRMS/IBS/GTM/MCD/jap
R02-FAD-2025-07-09-003

WE ARE HIRING



One (1) Local Government Operations Officer VI

ITEM NO.: OSEC-DILGB-LG006-1118-2017

LOCATION : ISABELA

QUALIFICATION STANDARDS:

EDUCATION	Bachelor's Degree
TRAINING	Completion of Training Course for LG00s
EXPERIENCE	Three (3) years of relevant experience
ELIGIBILITY	Career Service (Professional) Second Level eligibility

Interested applicants should signify their interest in writing indicating the **specific plantilla item number and place of assignment** of the position applying for. Attach the following documents to the application letter addressed to RD Agnes A. De Leon, CESO IV and submit through e-mail or submit to the address below not later than **July 19, 2025**.

1. Duly accomplished and notarized Personal Data Sheet (PDS) with thumbmark and recent passport-size picture. CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph with attached Work Experience Sheet;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Certificates of Training/s attended.

Address: RGC, Carig Sur, Tuguegarao City
Email address: r2dilg@yahoo.com

Refer to link for the **COMPENSATION, OTHER
QUALIFICATIONS, DUTIES AND RESPONSIBILITIES
and APPLICATION REQUIREMENTS**



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DILG is proud to be an equal opportunity employer, fostering a workplace that values diversity and inclusion. We strictly prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic by law. We welcome applications from all qualified individuals and are dedicated to ensuring a fair and inclusive hiring process. Our commitment extends to providing an environment where everyone has an equal opportunity to thrive and contribute.

WE ARE HIRING



One (1) Local Government Operations Officer IV

ITEM NO.: OSEC-DILGB-LG004-175-1998

LOCATION : REGIONAL OFFICE

QUALIFICATION STANDARDS:

EDUCATION	Bachelor's Degree
TRAINING	Completion of Training Course for LG00s
EXPERIENCE	Two (2) years of relevant experience
ELIGIBILITY	Career Service (Professional) Second Level eligibility

Interested applicants should signify their interest in writing indicating the **specific plantilla item number and place of assignment** of the position applying for. Attach the following documents to the application letter addressed to RD Agnes A. De Leon, CESO IV and submit through e-mail or submit to the address below not later than **July 19, 2025**.

1. Duly accomplished and notarized Personal Data Sheet (PDS) with thumbmark and recent passport-size picture. CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph with attached Work Experience Sheet;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Certificates of Training/s attended.

Address: RGC, Carig Sur, Tuguegarao City
Email address: r2dilg@yahoo.com

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WE ARE HIRING



One (1) Local Government Operations Officer (LG00) II

ITEM NO.: OSEC-DILGB-LG002-93-1998

LOCATION : ISABELA

QUALIFICATION STANDARDS:

EDUCATION	Bachelor's Degree
TRAINING	None required
EXPERIENCE	None required
ELIGIBILITY	Career Service (Professional) Second Level eligibility

Interested applicants should signify their interest in writing indicating the **specific plantilla item number and place of assignment** of the position applying for. Attach the following documents to the application letter addressed to RD Agnes A. De Leon, CESO IV and submit through e-mail or submit to the address below not later than **July 19, 2025**

1. Duly accomplished and notarized Personal Data Sheet (PDS) with thumbmark and recent passport-size picture. CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph with attached Work Experience Sheet;
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;

Address: RGC, Carig Sur, Tuguegarao City
Email address: r2dilg@yahoo.com

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WE ARE HIRING



One (1) Administrative Assistant II (Disbursing Officer II)

ITEM NO.: OSEC-DILGB-ADAS2-97-2005

LOCATION : QUIRINO

QUALIFICATION STANDARDS:

EDUCATION	Completion of two (2) years studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)*
TRAINING	Four (4) hours of relevant training
EXPERIENCE	One (1) year of relevant experience
ELIGIBILITY	Career Service (Sub- Professional) First Level eligibility

Interested applicants should signify their interest in writing indicating the **specific plantilla item number and place of assignment** of the position applying for. Attach the following documents to the application letter addressed to RD Agnes A. De Leon, CESO IV and submit through email or submit to the address below not later than **July 19, 2025**:

1. Duly accomplished and notarized Personal Data Sheet (PDS) with thumbmark and recent passport-size picture. CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph with attached Work Experience Sheet;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Certificates of Training/s attended.

Address: RGC, Carig Sur, Tuguegarao City
Email address: r2dilg@yahoo.com

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Prepared by:

(sgd.)

MARIA LUISA C. DY
HRMO III

Reviewed by:

(sgd.)

IVE B. SALUDEZ
CAO

Recommending approval:

(sgd.)

ELPIDIO A. DURWIN, CESO IV
Assistant Regional Director

Approved by:

AGNES A. DE LEON, CESO IV
Regional Director

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 CAGAYAN-BATANES FIELD OFFICE

Electronic copy to be submitted to the CSC Form No. 9 in MS Excel format

CAGAYAN-BATANES FIELD OFFICE
RECEIVED

Control No.: 28-07-324 12:02
Date/Time: JUL 09 2025

(sgd.) Received by: MARIA LUISA C. DY
Receiving Officer
HRMO

Date: July 9, 2025

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	
1	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-1118-2017	SG 22	Php 78,162.00	Bachelor's Degree	Completion of training course for LGOOs	Three (3) years of relevant experience	Career Service (Professional) Second Level eligibility	Isabela
								Level 3 on the ff. CORE Competencies: 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; and 4. Organizational Sensitivity; Level 2 on the Leadership Competencies: 1. Developing and Inspiring others; 2. Planning Work and Managing Teams; and 3. Problem Solving and Decision making. Level 3 on the Functional Competencies: 1. Critical/analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/data/records management; and 5. Administrative services proficiency.	
2	Local Government Operations Officer IV	OSEC-DILGB-LGOO4-175-1998	SG 18	Php 51,304.00	Bachelor's Degree	Completion of training course for LGOOs	Two (2) years of relevant experience	Career Service (Professional) Second Level eligibility	Regional Office
								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. Critical/analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/data/records management; and 5. Administrative services proficiency.	

3	Local Government Operations Officer II	OSEC-DILGB-LGOO2-93-1998	SG 13	Php 34, 421.00	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	Administrative Assistant II (Disbursing Officer II)	OSEC-DILGB-ADAS2-97-2005	SG 8	Php 21,448.00	Completion of two (2) years studies in college (prior to 2018) OR Completion of Grade 12/Senior High School (starting 2016)*	Four (4) hours of relevant training	One (1) year of relevant experience	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; and 5. Administrative services proficiency.	Quirino

Interested and qualified applicants should signify their interest in writing indicating the specific item number and location of the position applying for. Attach the following documents to the application letter and send to the address below not later than **July 19, 2025**.

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2. Performance rating in the last rating period (if applicable);
3. Certificate of Trainings;
4. Photocopy of certificate of eligibility/rating/license; and
5. 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
r2dlg@valpo.com

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