



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
<http://region2.dilg.gov.ph>

CAGAYAN-BATANES FIELD OFFICE	
RECEIVED	
Control No.:	
Date/Time:	JUL 28 2023
Received by:	Perpetua C. Balagad
Receiving Officer:	

July 28, 2023

MR. VALNIZAN H.C. CALUBAQUIB
Acting Provincial Director
Cagayan-Batanes Field Office
Civil Service Commission 2
RGC, Carig, Tuguegarao City, Cagayan
cscreg2cbfopub@gmail.com

Dear **PD Calubaquib**:

Mabuhay!

Pursuant to Memorandum Circular No. 17 series of 2002, we are respectfully submitting the attached notice of vacant position in DILG Region 2 for publication.

Our warmest regards.


Very truly yours,


AGNES A. DE LEON, CESO V
Regional Director

FAD/PSI/BS/GTM/jap

R02-FAD-2023-07-27-024

102-103-07-28-029

DILGRP2-PROCESSECTION	
RECEIVED	
BY:	
DATE:	7/28/2023
TIME:	10:45 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:

Electronic copy to be submitted to the CSC must be in MS Excel format

CAGAYAN-BATANES FIELD OFFICE
RECEIVED

Control No.:
Date/Time: **JUL 28 2023**
Received by: Perpetua C. Pangasinan
Receiving Officer: *[Signature]*

JA PEACE UY CARODAN
HRMO II

Date: July 28, 2023

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	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-97-2005	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	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 August 7, 2023.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.