



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
HEAD EXECUTIVE ASSISTANT

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

DATE : SEPTEMBER 13, 2023

Please be informed that the deadline of submission of intent with complete attachments for the following vacant positions is on September 25, 2023:

Position	SG	Location	To be vacated/vacated by
Local Government Operations Officer VII	24	Regional Office	PD Catherine G. Allam-Miranda, CESE
Local Government Operations Officer VI	22	DILG – Nueva Vizcaya	LGOO VI Chrizza Mae A. Constantino
Local Government Operations Officer IV	18	Regional Office	LGOO IV Rambo R. Tambauan
Local Government Operations Officer III	15	DILG – Isabela	LGOO V Geovani T. Rosas
Administrative Aide IV (Clerk II)	4	Regional Office	ADA IV Almira B. Pascual

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

1. Letter of intent;
2. Duly accomplished and updated Personal Data Sheet (using CSC Form 212 Revised 2017 generated from the DILG HRIS declaring ALL trainings attended regardless of the year attended);
3. Work Experience Sheet (using CSC Form 212);
4. Certification of Individual Performance Commitment Rating (Numerical) for the last rating period in the present position certified by the concerned FAU Chief/designated staff at the Division/Office;

5. List of Outstanding Accomplishments with the corresponding photocopies of Awards/Citations/Commendations received;
6. Photocopy of Regional Order/s in an Acting or Officer-in-Charge capacity; and
7. List of Trainings attended with certified/authenticated photocopies of Certificate of Attendance/Participation that are relevant to the duties of the position applied for;
8. 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-stated documents are complete and placed in a folder with checklist and properly tabbed before submitting the same.

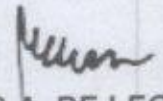
The Provincial Human Resource Merit Selection and Promotion Board (PHRMSPB) shall conduct a pre-assessment of candidates in their respective AOR and submit the Comparative Assessment together with the recommendation and application documents to the RHRMSPB Chairperson, Attention: RHRMSPB Secretariat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

It is understood that all qualified next-in-rank to the vacant positions who did not apply shall be deemed to have waived their intent to be included in the assessment.

For guidance and compliance.


ELPIDIO A. DURWIN, CESO IV
Assistant Regional Director
RHRMSPB Chairperson

Noted by:


AGNES A. DE LEON, CESO V
Regional Director

FAD/PS/IBS/GTM/jap

R02-FAD-2023-09-13-009

5. List of Outstanding Accomplishments with the corresponding photocopies of Awards/Citations/Commendations received;
6. Photocopy of Regional Order/s in an Acting or Officer-in-Charge capacity; and
7. List of Trainings attended with certified/authenticated photocopies of Certificate of Attendance/Participation that are relevant to the duties of the position applied for;
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Assistant Regional Director
RHRMSPB Chairperson 

Noted by:

AGNES A. DE LEON, CESO V
Regional Director

FAD/PS/IBS/GTM/jap

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

September 13, 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

Civil Service Commission
Cagayan-Batanes Field Office

RECEIVED

Date: SEP 13 2023 11:39a

Received by: DIANA ROSE R. CASAMAN
Human Resource Specialist II
Receiving Officer *fc*

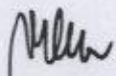
Dear **PD Calubaquib**:

Mabuhay!

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

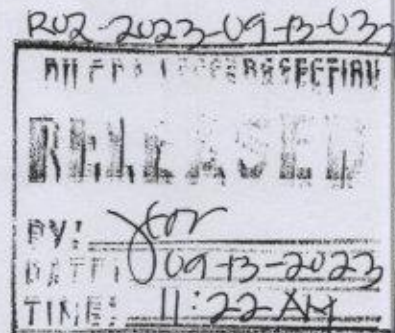
Our warmest regards.

Very truly yours,


AGNES A. DE LEON, CESO V
Regional Director

FAD/PSIIBS/GTM/jap

R02-FAD-2023-09-13-005



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Request for Publication of Vacant Positions

Civil Service Commission
Cagayan-Batanes Field Office
Electronic copy to be submitted to the CSC PO must be in MS
RECEIVED
Date: SEP 13 2023 11:39 am
Received by: DIANA ROSE R. CASAMAN
Human Resource Specialist II
Receiving Officer: jc

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:

JA PEACE UY CARODAN

HRMO

Date: September 13, 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	Local Government Operations Officer VII	OSEC- DILGB- LGOO7-44- 1998	24	90,078.00	Master's Degree or Certificate in Leadership and Management from the CSC	Completion of training course for LGOOs and 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Four (4) years of supervisory/ management experience	Career Service (Professional) Second Level Eligibility	<p>Level 3 on the ff. CORE Competencies:</p> <p>1. Commitment to Ethical Service and Good Governance;</p> <p>2. Customer Focus;</p> <p>3. Ensuring Excellent Result;</p> <p>4. Organizational Sensitivity;</p> <p>Level 2 on the ff. LEADERSHIP Competencies:</p> <p>1. Problem Solving and Decision Making</p> <p>2. Developing and Inspiring Others</p> <p>3. Planning work and Managing Teams</p> <p>Level 3 on the Functional Competencies:</p> <p>1. Effective Communication ;</p> <p>2. Influence;</p> <p>3. Managing Knowledge and Information;</p> <p>4. Policy Research and Analysis;</p> <p>5. Program Development and Management;</p> <p>6. Relationship Building; 7. Technical Proficiency on Local Governance Operations;</p>	Regional Office

2	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-1079-2017	22	71,511.00	Bachelor's Degree	Completion of training course for LGOOs	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Level 3 on the ff. CORE Competencies:</p> <p>1. Commitment to Ethical Service and Good Governance;</p> <p>2. Customer Focus;</p> <p>3. Ensuring Excellent Result;</p> <p>4. Organizational Sensitivity;</p> <p>Level 2 on the ff. LEADERSHIP Competencies:</p> <p>1. Problem Solving and Decision Making</p> <p>2. Developing and Inspiring Others</p> <p>3. Planning work and Managing Teams</p> <p>Level 3 on the Functional Competencies:</p> <p>1. Effective Communication ;</p> <p>2. Influence;</p> <p>3. Managing Knowledge and Information;</p> <p>4. Policy Research and Analysis;</p> <p>5. Program Development and Management;</p> <p>6. Relationship Building; 7. Technical Proficiency on Local Governance Operations;</p>	Nueva Vizcaya
3	Local Government Operations Officer IV	OSEC-DILGB-LGOO4-170-1998	18	46,725.00	Bachelor's Degree	Completion of training course for LGOOs	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>Level 3 on the ff. CORE Competencies:</p> <p>1. Commitment to Ethical Service and Good Governance;</p> <p>2. Customer Focus;</p> <p>3. Ensuring Excellent Result;</p> <p>4. Organizational Sensitivity;</p> <p>Level 2 on the Functional Competencies:</p> <p>1. Effective Communication ;</p> <p>2. Influence;</p> <p>3. Managing Knowledge and Information;</p> <p>4. Policy Research and Analysis;</p> <p>5. Program Development and Management;</p> <p>6. Relationship Building;</p> <p>7. Technical Proficiency on Local Governance Operations;</p>	Regional Office
4	Local Government Operations Officer III	OSEC-DILGB-LGOO3-17-2003	15	36,619.00	Bachelor's Degree	Eighty (80) hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	One (1) year relevant work experience	Career Service (Professional) Second Level Eligibility	<p>Level 2 on the ff. CORE Competencies:</p> <p>1. Commitment to Ethical Service and Good Governance;</p> <p>2. Customer Focus;</p> <p>3. Ensuring Excellent Result;</p> <p>4. Organizational Sensitivity;</p> <p>Level 1 on the Functional Competencies:</p> <p>1. Effective Communication ;</p> <p>2. Influence;</p> <p>3. Managing Knowledge and Information;</p> <p>4. Policy Research and Analysis;</p> <p>5. Program Development and Management;</p> <p>6. Relationship Building; 7. Technical Proficiency on Local Governance Operations;</p>	Isabela

5	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-4 105-2005	15,586.00	Completion of 2 years studies in college	None required	None required	CS 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. Critical/Analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/Data/Records Management; 5. Administrative/Support Services Proficiency.	Regional Office
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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 September 25, 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
Carig Sur, Tuguegarao City, Cagayan
r2dilg@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.