

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

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

Civil Service Commission – RO2  
CAGAYAN-BATANES FIELD OFFICE

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To: CML 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.

(sgd.)  
JONATHAN PAUL M. CEUSEN, JR., CESO III  
(Head of Agency)

Date 15-Nov-19

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	Local Government Operations Officer VI (LGOO VI)	OSEC-DILGB-LGOO6-1081-2017	22	65319	Bachelor's degree	Completion of training course for LGOOs	3 years of relevant experience	Career Service (Professional)/ Second level	n/a	Provincial Office
1	Local Government Operations Officer V (LGOO V)	OSEC-DILGB-LGOO5-1024-1998	20	51155	Bachelor's degree	Completion of training course for LGOOs	2 years of relevant experience	Career Service (Professional)/ Second level	n/a	Provincial Office
1	Local Government Operations Officer V (LGOO V)	OSEC-DILGB-LGOO5-1080-1998	20	51155	Bachelor's degree	Completion of training course for LGOOs	2 years of relevant experience	Career Service (Professional)/ Second level	n/a	Provincial Office
1	Local Government Operations Officer III (LGOO III)	OSEC-DILGB-LGOO3-17-2003	15	30531	Bachelor's degree	Completion of training course for LGOOs	1 year of relevant experience	Career Service (Professional)/ Second level	n/a	Provincial Office
1	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-60-1998	13	25232	Bachelor's degree	None Required	None Required	Career Service (Professional)/ Second level	n/a	Provincial Office
1	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-63-1998	13	25232	Bachelor's degree	None Required	None Required	Career Service (Professional)/ Second level	n/a	Provincial Office
1	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-79-1998	13	25232	Bachelor's degree	None Required	None Required	Career Service (Professional)/ Second level	n/a	Provincial Office
1	Administrative Assistant II (Disbursing Officer)	OSEC-DILGB-ADAS2-95-2005	8	16758	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	n/a	Provincial Office

1	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-103-2005	4	13214	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	none required	none required	Career Service (Sub-Professional)/ First level	n/a	Provincial Office
1	Administrative Aide IV (Driver II)	OSEC-DILGB-ADA4-95-2005	4	13214	Elementary School Graduate	none required	1 year of relevant experience	Driver's License	n/a	Regional Office
1	Administrative Aide IV (Driver II)	OSEC-DILGB-ADA4-92-2010	4	13214	Elementary School Graduate	none required	1 year of relevant experience	Driver's License	n/a	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 December 06 2019.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma

**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  
[jpl28@yahoo.com](mailto:jpl28@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**