



R02-2024-05-22-024



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>

May 21, 2024

DIR. REWINA D. ARUGAY

Provincial Director
Cagayan-Batanes Field Office
Civil Service Commission 2
RGC, Carig, Tuguegarao City, Cagayan
cscreg2cbfopub@gmail.com

Dear **Dir. Arugay**:

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,

(sgd.)
AGNES A. DE LEON, CESO IV
Regional Director

FAD/PHRMS/IIBS/GTM/MCD/jap

R02-FAD-2024-05-21-012

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:

(sgd.)
MARIA LUISA C. DY
HRMO III

Date: May 22, 2024


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	Information Technology Officer I (ITO I)	OSEC-DILGB-ITO1-3-2010	19	Php 51,357.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant work experience	Career Service (Professional) Second Level Eligibility	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 3 on the ff. Functional Competencies: 1. Critical / Analytical Thinking 2. Collaboration/Working with others; 3. Process Orientation; and 4. Information/data/records Management. Level 3 on the ff. IT Proficiency: 1. Software Development and Maintenance; 2. Network installation and Administration; 3. Equipment Installation and Maintenance; 4. Systems Analysis.	Regional Office
2	Local Government Operations Officer III (LGOO III)	OSEC-DILGB-LGOO3-4-2013	15	Php 36,619.00	Bachelor's Degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant work experience	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 Information; 4. Policy Research and Analysis; 5. Program Development and Management; 6. Relationship Building; 7. Technical Proficiency on Local Governance Operations.	Isabela

3	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-79-1998	13	Php 31,320.00	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.	Cagayan
4	Administrative Aide VI (Clerk III)	OSEC-DILGB-ADA6-114-2005	6	Php 17,553.00	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	Cagayan

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 June 1, 2024.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.