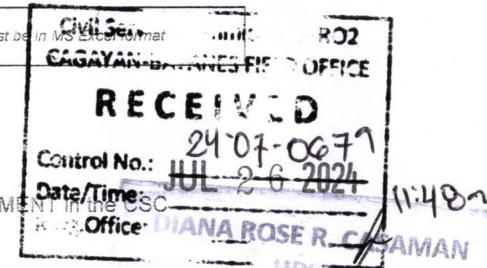


Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Request for Publication of Vacant Positions



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: July 26, 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	Local Government Operations Officer II (LGOO II)	OSEC-DILGB-LGOO2-85-1998	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.	Isabela
2	Administrative Aide VI (Clerk III)	OSEC-DILGB-ADA6-113-2005	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	Regional Office

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 August 5, 2024.

1. Fully accomplished and notarized Personal Data Sheet (PDS/CSC Form 212, Revised 2017) with thumbmark and recent passport-sized picture (with name tag and signature). Form CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph;
2. Work Experience Sheet (if applicable);
3. Performance rating in the last rating period (if applicable);
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
rdlig@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.