



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION 2**

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan  
<http://region2.dilg.gov.ph>

October 29, 2024

**DIR. REWINA D. ARUGAY**  
Provincial Director  
Cagayan-Batanes Field Office  
Civil Service Commission 2  
RGC, Carig, Tuguegarao City, Cagayan  
[cscreg2cbfopub@gmail.com](mailto:cscreg2cbfopub@gmail.com)

Dear **Dir. Arugay**:

*Mabuhay!*

Pursuant to Memorandum Circular No. 17 series of 2002, we are respectfully submitting the attached Notice of Anticipated Vacant Position in DILG Region 2 for publication.

Our warmest regards!

Very truly yours,

(sgd.)  
**AGNES A. DE LEON, CESO IV**  
Regional Director *2*

*FAD/PHRMS/IBS/GTM/mcd*

*RO2-FAD-2024-10-29-015*

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: October 30, 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	Administrative Assistant II (Disbursing Officer II)	OSEC-DILGB-ADAS2-85-2005	8	Php 20,534.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	<b>Level 1 on the ff. CORE Competencies:</b> 1. Commitment to Ethical Service and Good Governance; 2. Customer Focus; 3. Ensuring Excellent Result; 4. Organizational Sensitivity; <b>Level 1 on the Functional Competencies:</b> 1. Critical/analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/data/records management; 5. Administrative 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 November 9, 2024.

1. Duly accomplished and notarized Personal Data Sheet (PDS) 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](http://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  
[r2dilg@yahoo.com](mailto:r2dilg@yahoo.com)

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