



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 : ASSISTANT REGIONAL DIRECTOR, ALL PROVINCIAL DIRECTORS, AND DIVISION CHIEFS

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

DATE : MAY 9, 2025

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Be informed that the deadline of submission of intent with complete attachments for the posted vacant positions is on **May 19, 2025**:

Position	SG	Item Number	Location	Vacated by	Next in Rank (Based on System of Ranking Positions)
Local Government Operations Officer VII	24	OSEC-DILGB-LGOO7-1450-2017	Isabela	PD Imelda L. Aquino, CESE	Local Government Operations Officer VI
Local Government Operations Officer V	20	OSEC-DILGB-LGOO5-995-1998	Regional Office	Mr. Meynard Abram M. Ventura	Local Government Operations Officer IV
Planning Officer III	18	OSEC-DILGB-PLO3-94-2010	Regional Office	LGOO IV Jhon Patrick B. Cababa	Administrative Officer IV
Local Government Operations Officer II	13	OSEC-DILGB-LGOO2-51-1998	Cagayan	Ms. Jean Dianne C. Duruin	Open (Entry position)

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

1. Letter of intent indicating the Plantilla Item Number and place of assignment of the position applied for. Attached is the request for publication duly received by CSC for reference;
2. Duly accomplished and notarized Personal Data Sheet generated from the DILG HRIS declaring ALL trainings attended regardless of the year attended with attached Work Experience Sheet (CSC Form 212, Revised 2017);

"Matino, Mahusay at Maaasahan"
Tel. (078) 377-3618

3. Certification of Individual Performance Commitment Rating (Numerical) for the last rating period in the present position certified by the Program Managers for Provincial Office and the Human Resource Management Officer for Regional Office;
4. List of Outstanding Accomplishments with the corresponding photocopies of the Awards/Citations/Commendations received;
5. Photocopy of Regional Order/s of a designation to perform his/her functions than the present position in an Officer-In-Charge/Acting capacity;
6. List of Trainings attended that are relevant to the duties of the position applied for with attached photocopies of the Certificate of Attendance/ Participation duly certified/authenticated by the HRMO; and
7. 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-enumerated documents are complete and placed in a folder with checklist and properly tabbed before submitting to this level.

The Provincial Human Resource Merit Selection and Promotion Board (PHRMSPB) shall conduct a pre-assessment of personnel-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 compliance

(sgd.)

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

Noted by:

(sgd.)

AGNES A. DE LEON, CESO IV
Regional Director

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FAD/PHRMS/IBS/GTM/MCD/jap
R02-FAD-2025-05-09-006

WE ARE
HIRING



One (1) Planning Officer III

ITEM NO.: OSEC-DILGB-PL03-94-2010

LOCATION : REGIONAL OFFICE

QUALIFICATION STANDARDS:

EDUCATION	Bachelor's Degree relevant to the job
TRAINING	Eight (8) hours of relevant training
EXPERIENCE	Two (2) years of relevant experience
ELIGIBILITY	Career Service (Professional) Second Level eligibility

Interested applicants should signify their interest in writing indicating the **specific plantilla item number and place of assignment** of the position applying for. Attach the following documents to the application letter addressed to RD Agnes A. De Leon, CESO IV and submit through e-mail or submit to the address below not later than **May 19, 2025**:

1. Duly accomplished and notarized Personal Data Sheet (PDS) with thumbmark and recent passport-size picture (with name tag and signature). CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph with attached Work Experience Sheet;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Certificates of Training/s attended.

Address: RGC, Carig Sur, Tuguegarao City
Email address: r2dilg@yahoo.com

Refer to link for the **COMPENSATION, OTHER QUALIFICATIONS, DUTIES AND RESPONSIBILITIES** and **APPLICATION REQUIREMENTS**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

DILG is proud to be an equal opportunity employer, fostering a workplace that values diversity and inclusion. We strictly prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic by law. We welcome applications from all qualified individuals and are dedicated to ensuring a fair and inclusive hiring process. Our commitment extends to providing an environment where everyone has an equal opportunity to thrive and contribute.

WE ARE
HIRING



One (1) Local Government Operations Officer II

ITEM NO.: OSEC-DILGB-LG002-51-1998

LOCATION : REGIONAL OFFICE

QUALIFICATION STANDARDS:

EDUCATION	Bachelor's Degree
TRAINING	None required
EXPERIENCE	None required
ELIGIBILITY	Career Service (Professional) Second Level eligibility

Interested applicants should signify their interest in writing indicating the **specific plantilla item number and place of assignment** of the position applying for. Attach the following documents to the application letter addressed to RD Agnes A. De Leon, CESO IV and submit through e-mail or submit to the address below not later than **May 19, 2025**:

1. Duly accomplished and notarized Personal Data Sheet (PDS) with thumbmark and recent passport-size picture (with name tag and signature). CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph with attached Work Experience Sheet;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Certificates of Training/s attended.

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WE ARE
HIRING



One (1) Local Government Operations Officer VII

ITEM NO.: OSEC-DILGB-LG007-1450-2017

LOCATION : ISABELA

QUALIFICATION STANDARDS:

EDUCATION	Master's Degree or Certificate in Leadership and Management from the CSC
TRAINING	Completion of Training Course for LG00s and 40 hours of training in management and supervision
EXPERIENCE	Four (4) years of supervisory/management experience
ELIGIBILITY	Career Service (Professional) Second Level eligibility

Interested applicants should signify their interest in writing indicating the **specific plantilla item number and place of assignment** of the position applying for. Attach the following documents to the application letter addressed to RD Agnes A. De Leon, CESO IV and submit through e-mail or submit to the address below not later than **May 19, 2025**:

1. Duly accomplished and notarized Personal Data Sheet (PDS) with thumbmark and recent passport-size picture (with name tag and signature). CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph with attached Work Experience Sheet;
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3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Certificates of Training/s attended.

Address: RGC, Carig Sur, Tuguegarao City
Email address: r2dilg@yahoo.com

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and APPLICATION REQUIREMENTS**



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WE ARE
HIRING



One (1) Local Government Operations
Officer V

ITEM NO.: OSEC-DILGB-LG005-995-1998

LOCATION : REGIONAL OFFICE

QUALIFICATION STANDARDS:

EDUCATION	BBachelor's Degree
TRAINING	Completion of Training Course for LG00s
EXPERIENCE	Two (2) years of relevant experience
ELIGIBILITY	Career Service (Professional) Second Level eligibility

Interested applicants should signify their interest in writing indicating the **specific plantilla item number and place of assignment** of the position applying for. Attach the following documents to the application letter addressed to RD Agnes A. De Leon, CESO IV and submit through e-mail or submit to the address below not later than **May 19, 2025**:

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4. Photocopy of Transcript of Records; and
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Email address: r2dilg@yahoo.com

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Prepared by:

(sgd.)

MARIA LUISA C. DY
HRMO III

Reviewed by:

(sgd.)

IVE B. SALUDEZ
CAO

Recommending approval:

(sgd.)

ELPIDIO A. DURWIN, CESO IV
Assistant Regional Director

Approved by:

(sgd.)

AGNES A. DE LEON, CESO IV
Regional Director

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