



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>

February 24, 2025

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

2025.02.24 17:06:57+08'00'

FAD/PHRMS/IBS/GTM/MCD
R02-FAD-2025-02-15-001

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:

MARIA LUISA C. DY
HRMO

Date: February 26, 2025

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	Accountant II	OSEC-DILGB-A2-7-1998	16	Php 43,560.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Certified Public Accountant)	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 2 on the Functional Competencies: 1. Critical/analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/data/records management; and 5. Administrative services proficiency.	Regional Office
2	Information Systems Analyst I (ISA I)	OSEC-DILGB-INFOSA1-8-2024	12	Php 32,245.00	Bachelor's Degree relevant to the job	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 2 on the Functional Competencies: 1. Critical/analytical thinking; 2. Collaboration/working with others; 3. Process orientation; 4. Information/data/records management; and 5. Administrative services proficiency.	Regional Office

3	Administrative Assistant III (Secretary II)	OSEC-DILGB-ADAS3-66-2005	9	Php 23,226.00	Completion of two (2)-year Studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	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; and 5. Administrative services proficiency.	Regional Office
4	Administrative Assistant II (Disbursing Officer II)	OSEC-DILGB-ADAS2-94-2005	8	Php 21,448.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	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; and 5. Administrative services proficiency.	Cagayan
5	Administrative Assistant II (Disbursing Officer II)	OSEC-DILGB-ADAS2-97-2005	8	Php 21,448.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	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; and 5. Administrative services proficiency.	Quirino

6	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-96-2005	4	Php 16,833.00	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; and 5. Administrative/Support Services Proficiency	Isabela
7	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-104-2005	4	Php 16,833.00	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; and 5. Administrative/Support Services Proficiency	Isabela

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 **March 8, 2025**.

1. Duly accomplished and notarized Personal Data Sheet (PDS) with thumbmark and recent passport-sized picture (with name tag and signature). CS Form No. 212, Revised 2017 can be downloaded at www.csc.gov.ph with Work Experience Sheet (WES);
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
r2dilig@yahoo.com

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.