



R02-2025-01-07-011



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>

January 6, 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.)

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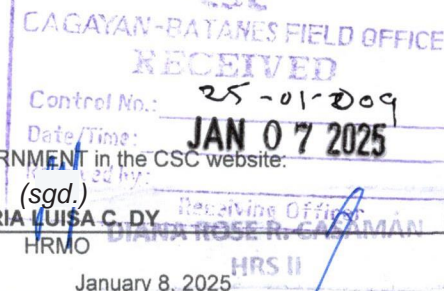
AGNES A. DE LEON, CESO IV

Regional Director *12 /*

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format



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:

Date: January 8, 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 III	OSEC-DILGB-A3-102-2010	19	53,873.00	Bachelor's degree in Commerce/Business Administration major in Accounting	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080	Level 3 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 ff. LEADERSHIP Competencies: 1. Developing and Inspiring Others; 2. Planning Work and Managing Teams; 3. Problem Solving and Decision Making. Level 3 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
2	Administrative Aide IV (Driver II)	OSEC-DILGB-ADA4-92-2010	4	16,209.00	Elementary School Graduate	None required	None required	Professional Driver's License (CSC MC 11,s.1996 as amended by CSC MC 10,s.2013 Cat IV)	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 **January 18, 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;
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.