



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
 Regional Office I

**NOTICE OF VACANCY/IES**  
 NOV No.: 20-12-003-20201215

Date Posted: December 15, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Place of Assignment	Salary Grade	Monthly Salary	Qualification Standards				Nature of Appointment	
						Education	Training	Experience	Eligibility		Competency (if applicable)
1	LGOO II	OSEC-DILGB-LGOO2-839-1998	Region 1 / Ilocos Sur	13	26754	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency;	Permanent
2	LGOO II	OSEC-DILGB-LGOO2-273-1998	Region 1 / Ilocos Sur	13	26754	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency;	Permanent
3	LGOO II	OSEC-DILGB-LGOO2-317-1998	Region 1 / Ilocos Sur	13	26754	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency;	Permanent
4	LGOO II	OSEC-DILGB-LGOO2-428-1998	Region 1 / La Union	13	26754	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency;	Permanent

**"Matino, Mahusay at Maaasahan"**

5	LGOO II	OSEC-DILGB-LGOO2-750-1998	Region 1 / Pangasinan	13	26754	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency;	Permanent
6	LGOO II	OSEC-DILGB-LGOO2-639-1998	Region 1 / Pangasinan	13	26754	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency;	Permanent
7	LGOO II	OSEC-DILGB-LGOO2-517-1998	Region 1 / Pangasinan	13	26754	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency;	Permanent
8	LGOO II	OSEC-DILGB-LGOO2-295-1998	Region I / Ilocos Sur	13	26754	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency;	Permanent
9	LGOO II	OSEC-DILGB-LGOO2-872-1998	Region I / La Union	13	26754	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency;	Permanent
10	ACCOUNTANT III	OSEC-DILGB-A3-15-1998	Region I / Regional Office	19	46791	BS Commerce major in Accounting/BS Accounting	8 hours relevant training	2 years relevant experience	RA 1080 (CPA)	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency - Accounting C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Permanent



11	ADMINISTRATIVE OFFICER III	OSEC-DILGB-ADOF3-41-2005	Region I / Regional Office	14	29277	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	CS Professional / Appropriate 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent
12	ADMINISTRATIVE ASSISTANT III	OSEC-DILGB-ADAS3-61-2005	Region I / Regional Office	9	18784	Completion of 2 year studies in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub-Prof /1st level eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent
13	ADMINISTRATIVE ASSISTANT III	OSEC-DILGB-ADAS3-63-2005	Region I / Regional Office	9	18784	Completion of 2 year studies in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub-Prof /1st level eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent
14	ADMINISTRATIVE ASSISTANT II	OSEC-DILGB-ADAS2-58-2005	Region I / Ilocos Sur	8	17505	Completion of 2 year studies in college	4 hrs. relevant training	1 yr. relevant experience	CS Sub-Prof /1st level eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent
15	ADMINISTRATIVE AIDE VI	OSEC-DILGB-ADA6-80-2005	Region I / Ilocos Sur	6	15524	Completion of 2 year studies in college	none required	None required	CS Sub-Prof /1st level eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent
16	ADMINISTRATIVE AIDE IV	OSEC-DILGB-ADA4-72-2005	Region I / Regional Office	4	13807	Completion of 2 year studies in college	none required	none required	CS Sub-Prof /1st level eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent

17	ADMINISTRATIVE AIDE IV	OSEC-DILGB-ADA4-76-2005	Region I / Ilocos Norte	4	13807	Completion of 2 year studies in college	none required	none required	CS Sub-Prof /1st level eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent
18	ADMINISTRATIVE AIDE IV	OSEC-DILGB-ADA4-272-2005	Region I / Ilocos Norte	4	13807	Completion of 2 year studies in college	none required	none required	CS Sub-Prof /1st level eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent
19	ADMINISTRATIVE AIDE IV	OSEC-DILGB-ADA4-77-2005	Region I / Ilocos Sur	4	13807	Completion of 2 year studies in college	none required	none required	CS Sub-Prof /1st level eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent
20	ADMINISTRATIVE AIDE IV	OSEC-DILG-ADA4-80-2005	Region I / Pangasinan	4	13807	Completion of 2 year studies in college	none required	none required	CS Sub-Prof /1st level eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Permanent

Vacancies are open to all interested and qualified applicants including persons with disabilities (PWDs), and members of the indigenous communities irrespective of sexual orientation, gender identity and religion. Interested applicants and qualified applicants including next-in-rank employees **should signify their interest in writing indicating the position applying for and address to the Regional Director**. Attach the following documents to the application letter and send to the address below not later than **December 28, 2020**.

1. Updated, fully accomplished and signed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached work experience sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopies of Transcript of Records and Diploma; and
5. Photocopies of commendations awards received for the last 2 years (if any)




**INSTRUCTIONS:**

1. Submit requirements to **Personnel Section, Finance and Administrative Division located at Aguila Road, Sevilla, City of San Fernando, La Union or email to [region1personnel@gmail.com](mailto:region1personnel@gmail.com).**
2. Original copy of the Transcript of Records and Diploma shall be presented upon submission of requirements (for external applicants).
3. Qualified next-in-rank personnel shall signify their interest to apply for the next higher vacant position in writing and shall submit their application documents not later than the deadline of submission. Non-submission of such shall be deemed as waiving the right to be considered for promotion.
4. **Application with incomplete documents/requirements and unclear application documents will not be entertained.**

DILG RO I does not discriminate in the selection of employees on account of age, gender, sexual orientation/gender identity, civil status, disability, religion, ethnicity, or political affiliation, and there shall be equal employment opportunity for men and women at all levels of positions, provided they meet the minimum requirements of the position to be filled-up.


Prepared by:

  
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AO V/HRMO

Reviewed by:

  
**ALICIA C. BANG-OA**  
Chief, Finance and Administrative Division

Noted by:

  
**AGNES A. DELEON, CESO V**  
OIC-Asst. Regional Director/  
Chair, RHRMSPSB