



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

NOTICE OF VACANCY/IES
 NOV No.: 20-03-001-20200306

Date Posted: March 6, 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 VI (Program Manager)	OSEC-DILGB-LGOO6-232-2010	Ilocos Norte	22	66,867.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	3 years 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: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Managing Knowledge and Information, Technical Expertise; C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Permanent
2	LGOO VI (MLGOO)	OSEC-DILGB-LGOO6-952-2017	Ilocos Norte	22	66,867.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	3 years relevant experience	CS Professional / Appropriate 2nd Level Eligibility		
3	LGOO VI (MLGOO)	OSEC-DILGB-LGOO6-985-2017	Ilocos Sur	22	66,867.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	3 years relevant experience	CS Professional / Appropriate 2nd Level Eligibility		
4	LGOO VI (MLGOO)	OSEC-DILGB-LGOO6-994-2017	Ilocos Sur	22	66,867.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	3 years relevant experience	CS Professional / Appropriate 2nd Level Eligibility		
5	LGOO VI (MLGOO)	OSEC-DILGB-LGOO6-1016-2017	La Union	22	66,867.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	3 years relevant experience	CS Professional / Appropriate 2nd Level Eligibility		
6	LGOO V	OSEC-DILGB-LGOO5-1-2019	Regional Office	20	52,703.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	2 years 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: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency; C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Permanent
7	LGOOV	OSEC-DILGB-LGOO5-1052-1998	Regional Office	20	52,703.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	2 years relevant experience	CS Professional / Appropriate 2nd Level Eligibility		
8	LGOOV	OSEC-DILGB-LGOO5-1074-1998	Regional Office	20	52,703.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	2 years relevant experience	CS Professional / Appropriate 2nd Level Eligibility		
9	LGOOV	OSEC-DILGB-LGOO5-680-1998	Ilocos Norte	20	52,703.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	2 years relevant experience	CS Professional / Appropriate 2nd Level Eligibility		

"Matino, Mahusay at Maaasahan"

Aguilá Road, Sevilla Norte, City of San Fernando, La Union 2500

Tel Nos. (072) 888 2108; 888 2289 ; 888 2294; 888 3106; 888 7695; 607 1245; 607 1531; 607 4468 to 69

10	LG00 V	OSEC-DILGB-LG005-713-1998	Ilocos Sur	20	52,703.00	Bachelor's degree relevant to the job	Completion of training course for LG00s	2 years 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: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Relationship Building, Technical Proficiency; C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Permanent
11	LG00 III	OSEC-DILGB-LG003-16-2003	Ilocos Sur	15	32,053.00	Bachelor's degree relevant to the job	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	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: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Managing Knowledge and Information, Technical Expertise;	Permanent
12	LG00 III	OSEC-DILGB-LG003-81-1998	La Union	15	32,053.00	Bachelor's degree relevant to the job	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant experience	CS Professional / Appropriate 2nd Level Eligibility		
13	LG00 III	OSEC-DILGB-LG003-103-1998	Pangasinan	15	32,053.00	Bachelor's degree relevant to the job	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant experience	CS Professional / Appropriate 2nd Level Eligibility		
14	LG00 III	OSEC-DILGB-LG003-124-1998	Pangasinan	15	32,053.00	Bachelor's degree relevant to the job	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year relevant experience	CS Professional / Appropriate 2nd Level Eligibility		

15	LGOOIII	OSEC-DILGB-LGOO3-2-2019	Regional Office	15	32,053.00	Bachelor's degree relevant to the job	80 hours of training in Local Governance Operations and Planning. Strategic Thinking and Community Development	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: Effective Communication, Influence, Managing Knowledge and Information, Policy Research and Analysis, Program Development and Management, Managing Knowledge and Information, Technical Expertise;	Permanent
16	LGOOII	OSEC-DILGB-LGOO2-839-1998	Ilocos Sur	13	26,754.00	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;	
17	LGOOII	OSEC-DILGB-LGOO2-273-1998	Ilocos Sur	13	26,754.00	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility		
18	LGOOII	OSEC-DILGB-LGOO2-317-1998	Ilocos Sur	13	26,754.00	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility		
19	LGOOII	OSEC-DILGB-LGOO2-428-1998	La Union	13	26,754.00	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
20	LGOOII	OSEC-DILGB-LGOO2-750-1998	Pangasinan	13	26,754.00	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility		
21	LGOOII	OSEC-DILGB-LGOO2-639-1998	Pangasinan	13	26,754.00	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility		
22	LGOOII	OSEC-DILGB-LGOO2-517-1998	Pangasinan	13	26,754.00	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility		
23	ACCOUNTANT III	OSEC-DILGB-A3-15-1998	Regional Office	19	46,791.00	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	Permanent
24	ADMINISTRATIVE OFFICER III	OSEC-DILGB-ADOF3-41-2005	Regional Office	14	29,277.00	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	

25	ADMINISTRATIVE ASSISTANT II	OSEC-DILGB-ADAS2-58-2005	Ilocos Sur	8	17,505.00	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
26	ADMINISTRATIVE AIDE VI	OSEC-DILGB-ADA6-80-2005	Ilocos Sur	6	15,524.00	Completion of 2 year studies in college	none required	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	
27	ADMINISTRATIVE AIDE IV	OSEC-DILGB-ADA4-72-2005	Regional Office	4	13,807.00	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	
28	ADMINISTRATIVE AIDE IV	OSEC-DILGB-ADA4-76-2005	Ilocos Norte	4	13,807.00	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	
29	ADMINISTRATIVE AIDE IV	OSEC-DILGB-ADA4-272-2005	Ilocos Norte	4	13,807.00	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	
30	ADMINISTRATIVE AIDE IV	OSEC-DILGB-ADA4-77-2005	Ilocos Sur	4	13,807.00	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	
31	ADMINISTRATIVE AIDE IV	OSEC-DILGB-ADA4-80-2005	Pangasinan	4	13,807.00	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	

Vacancies are open to all interested and qualified applicants including persons with disabilities (PWDs), and members of the indigenous communities irrespective of sexual orientation and gender identity and **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 **March 16, 2020**.


1. Fully accomplished 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;
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

INSTRUCTIONS:

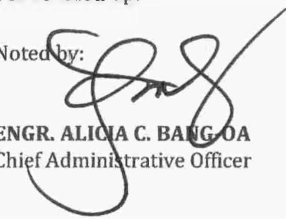
1. Submit requirements to Personnel Section, Finance and Administrative Division located at Aguila Road, Sevilla, City of San Fernando, La Union or email to **region1personnel@gmail.com**.
2. Original copy of the Transcript of Records and Diploma shall be presented upon submission of requirements (for 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 will not be entertained.**

DILG RO 1 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:


MILDRED M. MALAPIT
AO V, HRMO

Noted by:


ENGR. ALICIA C. BANG-OA
Chief Administrative Officer

Vacancies are open to all interested and qualified applicants including persons with disabilities (PWDs), and members of the indigenous communities irrespective of sexual orientation and gender identity and **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 **March 16, 2020**.


1. Fully accomplished 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;
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

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.
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 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:


MILDRED M. MALAPIT
AO V, HRMO

Noted by:


ENGR. ALICIA C. BANG-OA
Chief Administrative Officer