

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

**RECEIVED**

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

Office/Unit: CSC FO La Union

Transaction No. LUFO-23-2008

Date and Time: 7-19-23

Received by: [Signature]

Remarks: \_\_\_\_\_

JONATHAN PAUL M. LEUSEN, JR., CESO III  
Regional Director

Date: July 19, 2023

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:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADA IV	OSEC-DILGB-ADA4-272-2005	4	15586	Completion of 2 year studies in college	none required	none required	CS Sub-Prof /1st level eligibility	<b>A. Core:</b> Commitment to Ethical Service and Good Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; <b>B. Functional:</b> Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Region I / Ilocos Norte

Vacancy is open to all interested and qualified next-in-rank 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 July 31, 2023**:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) 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; and
4. Photocopy of Diploma and Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JONATHAN PAUL M. LEUSEN, JR., CESO III  
REGIONAL DIRECTOR  
Aguila Road, Sevilla, City of San Fernando, La Union  
[dilgr1recruitment@gmail.com](mailto:dilgr1recruitment@gmail.com)

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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.