

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

**RECEIVED**  
Office/Unit: CSC FO La Union  
Transaction No. LUFO-1402  
Date and Time: 6.5.23  
Received by:  
AGNES A. DE LEON, CESO V  
Regional Director  
June 05, 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:

Date:

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	Chief Administrative Office (CAO)	OSEC-DILGB-CADOF-18-2005	24	90078	Master's degree or Certificate in Leadership & Management from the CSC	40 hours of supervisory/management learning & development intervention	4 years of supervisory management 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/analytical Thinking, Collaboration/Working with Others, Process Orientation, Information/Data/Records Management, Administrative Proficiency C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Regional Office
2	Attorney III	OSEC-DILGB-ATY3-7-2023	21	63997	Bachelors of Law/Juris Doctor	4 hours of relevant training	1 year relevant experience	RA 1080 (BAR)	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical/analytical Thinking, Collaboration/Working with Others, Process Orientation, Information/Data/Records Management, Administrative Proficiency, Unit-Based : Legal Proficiency C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Regional Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below **not later than June 16, 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:

AGNES A. DE LEON, CESO V  
REGIONAL DIRECTOR  
Aguila Road, Sevilla, City of San Fernando, La Union  
[dilgr1recruitment@gmail.com](mailto:dilgr1recruitment@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.