

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

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Office/Unit: <u>CSC FO La Union</u> <small>Electronic copy to be submitted to the CSC EO must be in MS Excel format</small>
Transaction No. <u>LUFO-24-2890</u>
Date and Time: <u>05-30-24 / 10:15</u>
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Remarks:

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:

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

Date:

May 30, 2024

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	LG00 VI	OSEC-DILGB-LG006-3-2010	22	71511	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.	Region 1/ Ilocos Norte
2	LG00 VI	OSEC-DILGB-LG006-1066-2017	22	71511	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.	Region 1/ Ilocos Norte
3	LG00 VI	OSEC-DILGB-LG006-4-2010	22	71511	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.	Region 1/ Ilocos Sur

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4	LGOO VI	OSEC-DILGB-LGOO6-991-2017	22	71511	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.	Region 1 / Ilocos Sur
5	LGOO V	OSEC-DILGB-LGOO5-347-1998	20	57347	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.	Region 1 / La Union
6	LGOO V	OSEC-DILGB-LGOO5-657-1998	20	57347	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.	Region 1 / Ilocos Norte
7	LGOO IV	OSEC-DILGB-LGOO4-151-1998	18	46725	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.	Region 1 / Regional Office

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8	LGOO IV	OSEC-DILGB-LGOO4-157-1998	18	46725	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.	Region 1 / Regional Office
9	LGOO IV	OSEC-DILGB-LGOO4-159-1998	18	46725	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.	Region 1 / Regional Office
10	LGOO III	OSEC-DILGB-LGOO3-14-2003	15	36619	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;	Region 1/ Ilocos Sur
11	LGOO III	OSEC-DILGB-LGOO3-16-2003	15	36619	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;	Region 1/ Ilocos Sur
12	LGOO III	OSEC-DILGB-LGOO3-123-1998	15	36619	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;	Region 1/ Pangasinan

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13	LGOO II	OSEC-DILGB-LGOO2-189-1998	13	31320	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; 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;	Region 1/ Ilocos Norte
14	LGOO II	OSEC-DILGB-LGOO2-773-1998	13	31320	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; 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;	Region 1/ Ilocos Norte
15	LGOO II	OSEC-DILGB-LGOO2-273-1998	13	31320	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; 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;	Region 1/ Ilocos Sur
16	LGOO II	OSEC-DILGB-LGOO2-384-1998	13	31320	Bachelor's degree relevant to the job	None Required	None required	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; 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;	Region 1/ La Union
17	Administrative Officer III	OSEC-DILGB-ADOF3-40-2005	14	33843	Bachelor's degree relevant to the job	4 hrs. relevant training	1 year relevant experience	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical thinking and Analytical Thinking; Collaboration; Process Orientation; Information/Data/Records Management; C. Leadership: Develop and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making	Region 1/ Regional Office
18	Administrative Officer III	OSEC-DILGB-ADOF3-41-2005	14	33843	Bachelor's degree relevant to the job	4 hrs. relevant training	1 year relevant experience	CS Professional / 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical thinking and Analytical Thinking; Collaboration; Process Orientation; Information/Data/Records Management; C. Leadership: Develop and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making	Region 1/ Regional Office

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19	Statistician I	OSEC-DILGB-STAT1-2-1998	11	27000	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: Data Collection and Management, Data Analysis and Interpretation, Effective Communication, Research, and Collaboration (working with others)	Region 1 / Regional Office
20	Administrative Assistant II	OSEC-DILGB-ADAS2-50-2005	8	19744	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 Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Region 1/ Ilocos Norte
21	Administrative Assistant II	OSEC-DILGB-ADAS2-52-2005	8	19744	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 Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Region 1/ La Union
22	Administrative Aide VI	OSEC-DILGB-ADA6-90-2005	6	17553	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 Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Region 1/ La Union
23	Administrative Aide IV	OSEC-DILGB-ADA4-80-2005	4	15586	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 Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Region 1/ Pangasinan

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24	Administrative Aide IV	OSEC-DILGB-ADA4-82-2005	4	15586	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 Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Region 1/ Pangasinan
25	Administrative Aide IV	OSEC-DILGB-ADA4-270-2005	4	15586	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 Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency	Region 1/ Ilocos Sur

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 June 12, 2024**:

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;
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

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.