



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

NOTICE OF VACANCY (NOV)

DATE POSTED: July 12, 2021
DEADLINE OF SUBMISSION: July 22, 2021

Interested and qualified applicants, including next-in-rank personnel, shall signify their interest in writing. Submit the following documents via courier/walk-in/online on or before the deadline of submission:

1. **Application Letter** (*addressed to the Regional Director and indicating the position applying for*)
2. **Updated PDS (Civil Service Commission Form No. 212) with Work Experience Sheet**
Affix signature on each page of the PDS and attach a photo and thumbmark on the last page
3. **Photocopy of Transcript of Records**
4. **Photocopy of Diploma**
5. **Photocopy of Proof of Eligibility**
e.g. CSC Certificate of Eligibility, Certificate/License/ID - Professional Regulatory Commission (PRC), Integrated Bar of the Philippines (IBP), etc.
6. **Photocopy of Certificate of Completion of LGOO training course (for applicants of LGOO IV up to LGOO VII positions)**

Job application requirements may be submitted through any of the following modes:

A. Courier/Walk-in:

JULIE J. DAQUIOAG, Ph.D., CESO III
Regional Director
Aguila Road, Sevilla
City of San Fernando, La Union

NOTE: COURIER/WALK-IN APPLICANTS SHALL ALSO FILL UP THE ONLINE JOB APPLICATION REGISTRATION: bit.ly/dilgr1applications2021

B. Online Submission:

Email Address: dilgr1recruitment@gmail.com
Job Application Portal: bit.ly/dilgr1applications2021

"Matino, Mahusay at Maaasahan"

INCOMPLETE and UNCLEAR copies of job application requirements shall NOT be processed. It is essential for these documents to be clear for the initial evaluation of applications.

NO.	POSITION	PLANTILLA ITEM NO.	MONTHLY SALARY/ SALARY GRADE	QUALIFICATION STANDARDS (Minimum Requirements)				Competency	Place of Assignment
				Education	Training	Experience	Eligibility		
1	LGOO VII	OSEC-DILGB-LGOO7-1347-2017	86,742/24	Master's degree or Certificate in Leadership & Management from the CSC	Completion of training course for LGOOs and 40 hours of supervisory / management learning & development intervention undertaken within the last 5 years	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: 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 I/ Pangasinan
2	LGOO VI	OSEC-DILGB-LGOO6-1008-2017	68,415/22	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 / La Union
3	LGOO V	OSEC-DILGB-LGOO5-768-1998	54,251/20	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 / Pangasinan

4	LG00 III	OSEC-DILGB-LG003-14-2003	33,575/15	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
5	Attorney IV	OSEC-DILGB-ATY4-91-2010	76,907/23	Bachelor of Laws	8 hours relevant training	2 years relevant experience	RA 1080 (BAR Passer)	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, Effective Communication, Managing Knowledge and Information, Legal Service Proficiency C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ Regional Office
6	LG00 II	OSEC-DILGB-LG002-739-1998	28,276/13	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;	Region 1 / Ilocos Norte
7	Statistician I	OSEC-DILGB-STAT1-2-1998	23,877/11	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
8	Accountant II	OSEC-DILGB-A2-3-2012	36,628/16	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours relevant training	1 year relevant experience	RA 1080 (CPA)	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, Effective Communication, Managing Knowledge and Information, Administrative/Support Services Proficiency C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1 / Regional Office

15	Administrative Aide IV	OSEC-DILGB-ADA4-270-2005	14,400/4	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	Region I / Ilocos Sur
16	Administrative Aide IV	OSEC-DILGB-ADA4-271-2005	14,400/4	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	Region I / Ilocos Sur
17	Administrative Aide IV	OSEC-DILGB-ADA4-74-2005	14,400/4	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	Region I / La Union
18	Administrative Aide IV	OSEC-DILGB-ADA4-78-2005	14,400/4	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	Region I / La Union
19	Administrative Aide IV	OSEC-DILGB-ADA4-82-2005	14,400/4	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	Region 1 / Pangasinan

NOTE : These positions are open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion.

Prepared by:

MILDRED M. MALAPIT
AO VHRMO

Approved by:

JULIE J. DAQUIOAG, Ph.D., CESO III
Regional Director