



Republic of the Philippines
Department of the Interior and Local Government
REGION I

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NOTICE OF VACANCY/IES
NOV No.: 19-06-001-20190617

Date Posted: June 17, 2019

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	OSEC-DILGB-LG006-1009-2017	La Union	22	65,319.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	3 years relevant experience	CS Prof / 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		OSEC-DILGB-LG006-1013-2017	La Union	22	65,319.00						
3		OSEC-DILGB-LG006-235-2010	Pangasinan	22	65,319.00						
4	LGOO V	OSEC-DILGB-LG005-669-1998	Ilocos Norte	20	51,155.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	2 years relevant experience	CS Prof / 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
5		OSEC-DILGB-LG005-702-1998	Ilocos Sur	20	51,155.00						
6		OSEC-DILGB-LG005-735-1998	La Union	20	51,155.00						
7		OSEC-DILGB-LG005-347-1998	La Union	20	51,155.00						
8		OSEC-DILGB-LG005-757-1998	Pangasinan	20	51,155.00						
9	LGOO IV	OSEC-DILGB-LG004-151-1998	Regional Office	18	40,637.00	Bachelor's degree relevant to the job	Completion of training course for LGOOs	2 years relevant experience	CS Prof / 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
10		OSEC-DILGB-LG004-153-1998	Regional Office	18	40,637.00						
11	LGOO III	OSEC-DILGB-LG003-125-1998	Ilocos Norte	15	30,531.00	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 Prof / 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		OSEC-DILGB-LG003-126-1998	Ilocos Norte	15	30,531.00						



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13	LGOO III	OSEC-DILGB-LG003-127-1998	Pangasinan	15	30,531.00	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 Prof / 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
14	LGOO II	OSEC-DILGB-LG002-828-1998	Ilocos Sur	13	25,232.00	Bachelor's degree relevant to the job	None Required	None required	CS Prof / 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;	Permanent
15		OSEC-DILGB-LG002-284-1998	Ilocos Sur	13	25,232.00	Bachelor's degree relevant to the job	None Required	None required		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;	
16		OSEC-DILGB-LG002-340-1998	Ilocos Sur	13	25,232.00	Bachelor's degree relevant to the job	None Required	None required		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		OSEC-DILGB-LG002-906-1998	La Union	13	25,232.00	Bachelor's degree relevant to the job	None Required	None required		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;	
18		OSEC-DILGB-LG002-395-1998	La Union	13	25,232.00	Bachelor's degree relevant to the job	None Required	None required		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;	



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19	LGOO II	OSEC-DILGB-LG002-950-1998	Pangasinan	13	25,232.00	Bachelor's degree relevant to the job	None Required	None required	CS Prof / 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;	Permanent
20	Planning Officer III	OSEC-DILGB-PL03-92-2010	Regional Office	18	40,637.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	CS Prof / 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/Working with Others; Process Orientation; Information / Data / Records Management; Administrative Services Proficiency; Proficiency:Results-Based Planning, Monitoring & Evaluation	
21	Administrative Officer IV	OSEC-DILGB-ADOF4-68-2005	Regional Office	15	30,531.00	Bachelor's degree relevant to the job	4 hrs. relevant training	1 year relevant experience	CS Prof / Appropriate 2nd Level Eligibility	A. Core: Commitment to Ethical Service and Good Governance; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical Thinking and Analytical Thinking; Collaboration; Process Orientation; Information / Data / Records Management; C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Permanent
22	Administrative Assistant II	OSEC-DILGB-ADAS2-43-2005	Regional Office	8	16,758.00	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	
23		OSEC-DILGB-ADAS2-57-2005	Ilocos Norte	8	16,758.00	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	
24		OSEC-DILGB-ADAS2-51-2005	Ilocos Sur	8	16,758.00	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	
25	Administrative Aide VI	OSEC-DILGB-ADA6-82-2005	Regional Office	6	14,847.00	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	



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26	Administrative Aide VI	OSEC-DILGB-ADA6-89-2005	Ilocos Norte	6	14,847.00	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	Permanent
27	Administrative Aide VI	OSEC-DILGB-ADA6-90-2005	La Union	6	14,847.00	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	
28		OSEC-DILGB-ADA6-91-2005	Pangasinan	6	14,847.00	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	
29	Administrative Aide IV	OSEC-DILGB-ADA4-82-2005	Pangasinan	4	13,214.00	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		OSEC-DILGB-ADA4-241-2005	Pangasinan	4	13,214.00	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 **June 28, 2019**.

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 in seven (7) folders 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.
3. Qualified next-in-rank personnel who are not interested to be considered for promotion may execute a written waiver which must be submitted to Personnel Section, FAD on **June 28, 2019**.
4. **Application with incomplete documents will not be entertained.**



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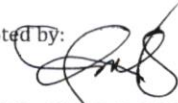
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DILG RO I does not discriminate in the selection of employees on account of age, gender, sexual orientation/gender identity, civil status, disability, religion, ethnicity, or political affiliation, and there shall be equal employment opportunity for 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
AOX/HRMO

Noted by:


ENGR. ALICIA C. BANG-OA
Chief Administrative Officer