

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

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:

RECEIVED	
Electronic copy to be submitted to the CSC EC must be in MS Excel format	
Office/Unit:	CSC to La Union
Transaction No.	LUFO-25-6878
Date and Time:	7-3-2025 10:52
Received by:	MEDARD ANGELA G. GACHLOS Sr. Human Resource Specialist

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

Date:

July 3, 2025

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	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-1021-2017	22	78162	Bachelor's degree	Completion of training course for LGOOs	3 years of relevant experience	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, Managing Knowledge and Information, Technical Expertise; C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ Pangasinan
2	Attorney III	OSEC-DILGB-ATY3-7-2023	21	70013	Bachelor of Laws/ Juris Doctor	4 hours of relevant training	1 year 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/Analytical Thinking; Collaboration/Working with Others; Process Orientation; Information/Data/Records Management; Effective Communication; Administrative Proficiency- Legal C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ RO-ORD-Legal
3	Information Systems Analyst I	OSEC-DILGB-INFOSA1-6-2024	12	32245	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: Critical/Analytical Thinking; Collaboration/Working with Others; Process Orientation; Information/Data/Records Management; Effective Communication; Administrative Proficiency- Database Management and Administration C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ RO-ORD-RICU

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4	Accountant II	OSEC-DILGB-A2-3-2012	16	43560	Bachelor's degree in Accountancy/ Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year relevant experience	RA 1080 (CPA)	A. Core: Commitment to Ethical Service and Good Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B: Functional: Critical/Analytical Thinking; Collaboration/Working with Others; Process Orientation; Information/Data/Records Management; Effective Communication; Administrative Proficiency-Accounting C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ RO-FAD-Acctg.
5	Local Government Operations Officer II	OSEC-DILGB-LGOO2-156-1998	13	34421	Bachelor's degree	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, 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
6	Local Government Operations Officer II	OSEC-DILGB-LGOO2-240-1998	13	34421	Bachelor's degree	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, 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
7	Local Government Operations Officer II	OSEC-DILGB-LGOO2-406-1998	13	34421	Bachelor's degree	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, 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
8	Local Government Operations Officer II	OSEC-DILGB-LGOO2-562-1998	13	34421	Bachelor's degree	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, Managing Knowledge and Information, Technical Expertise; C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ Pangasinan

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9	Local Government Operations Officer II	OSEC-DILGB-LGOO2-861-1998	13	34421	Bachelor's degree	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, 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
10	Administrative Assistant II	OSEC-DILGB-ADAS2-43-2005	8	21448	Completion of two years studies in college (<i>prior to 2018</i>) or Completion of Grade12/Senior High School (<i>starting 2016</i>)	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional/ 1st Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Critical/Analytical Thinking; Collaboration/Working with Others; Process Orientation; Information/Data/Records Management; Effective Communication; Administrative Proficiency-Accounting C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ RO-FAD- Cash Unit
11	Administrative Assistant II	OSEC-DILGB-ADAS2-58-2005	8	21448	Completion of two years studies in college (<i>prior to 2018</i>) or Completion of Grade12/Senior High School (<i>starting 2016</i>)	4 hours of relevant training	1 year of relevant experience	CS Sub- Professional/ 1st Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Critical/Analytical Thinking; Collaboration/Working with Others; Process Orientation; Information/Data/Records Management; Effective Communication; Administrative Proficiency-Accounting C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ Ilocos Sur
12	Administrative Aide VI	OSEC-DILGB-ADA6-81-2005	6	18957	Completion of two years studies in college (<i>prior to 2018</i>) or Completion of Grade12/Senior High School (<i>starting 2016</i>)	none required	none required	CS Sub- Professional/ 1st Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Critical/Analytical Thinking; Collaboration/Working with Others; Process Orientation; Information/Data/Records Management; Effective Communication; Administrative Proficiency C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ RO-LGMED
13	Administrative Aide IV	OSEC-DILGB-ADA4-77-2005	4	16833	Completion of two years studies in college (<i>prior to 2018</i>) or Completion of Grade12/Senior High School (<i>starting 2016</i>)	none required	none required	CS Sub- Professional/ 1st Level Eligibility	A. Core: Commitment to Ethical Service and Good Governannce; Customer Focus, Ensuring Excellent Results, Organizational Sensitivity; B. Functional: Critical/Analytical Thinking; Collaboration/Working with Others; Process Orientation; Information/Data/Records Management; Effective Communication; Administrative Proficiency C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ Ilocos Sur

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14	Administrative Aide IV	OSEC-DILGB-ADA4-272-2005	4	16833	Completion of two years studies in college (<i>prior to 2018</i>) or Completion of Grade12/Senior High School (<i>starting 2016</i>)	none required	none required	CS Sub-Professional/ 1st 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; Effective Communication; Administrative Proficiency C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Regional Office 1/ Ilocos Norte
15	Administrative Aide IV	OSEC-DILGB-ADA4-241-2005	4	16833	Completion of two years studies in college (<i>prior to 2018</i>) or Completion of Grade12/Senior High School (<i>starting 2016</i>)	none required	none required	CS Sub-Professional/ 1st 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; Effective Communication; Administrative Proficiency C. Leadership: Developing and Inspiring Others, Planning Work and Managing Teams, Problem Solving and Decision Making.	Region 1/ Pangasinan

Vacancy is open to all interested 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 15, 2025**:

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.