

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:

file

Electronic copy to be submitted to the CSC FO must be in MS Excel format
RECEIVED
Office/Unit: <u>CSC FO La Union</u>
Transaction No. <u>LUFO-24-3771</u>
Date and Time: <u>10-16-2024 / 8:04</u>
Received by: <u>[Signature]</u>
Remarks: <u>6/2/25</u>
JONATHAN PAUL EUSEN, JR., CESO III Regional Director
Date: <u>October 16, 2024</u>

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-LG006-232-2010	22	74836	Bachelor's degree	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-LG006-1008-2017	22	74836	Bachelor's degree	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	LG00 V	OSEC-DILGB-LG005-669-1998	20	60157	Bachelor's degree	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

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4	LG00 V	OSEC-DILGB-LG005-691-1998	20	60157	Bachelor's degree	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 Sur
5	LG00 V	OSEC-DILGB-LG005-702-1998	20	60157	Bachelor's degree	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 Sur
6	LG00 III	OSEC-DILGB-LG003-81-1998	15	38413	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/ La Union
7	LG00 II	OSEC-DILGB-LG002-206-1998	13	32870	Bachelor's degree	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
8	LG00 II	OSEC-DILGB-LG002-284-1998	13	32870	Bachelor's degree	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 Sur
9	LG00 II	OSEC-DILGB-LG002-340-1998	13	32870	Bachelor's degree	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 Sur

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10	LG00 II	OSEC-DILGB-LG002-395-1998	13	32870	Bachelor's degree	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/ La Union
11	LG00 II	OSEC-DILGB-LG002-595-1998	13	32870	Bachelor's degree	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/ Pangasinan
12	LG00 II	OSEC-DILGB-LG002-706-1998	13	32870	Bachelor's degree	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/ Pangasinan
13	Statistician I	OSEC-DILGB-STAT1-2-1998	11	28512	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
14	Administrative Assistant III	OSEC-DILGB-ADAS3-61-2005	9	22219	Completion of 2 year studies in college	4 hrs. relevant training	1 year 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 thinking and Analytical Thinking; Collaboration; Process Orientation; Information/Data/Records Management;	Region 1/ Regional Office
15	Administrative Aide VI	OSEC-DILGB-ADA6-82-2005	6	18255	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/ Regional Office
16	Administrative Aide VI	OSEC-DILGB-ADA6-89-2005	6	18255	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/ Ilocos Norte

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17	Administrative Aide IV	OSEC-DILGB-ADA4-76-2005	4	16209	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/ Ilocos Norte
18	Administrative Aide IV	OSEC-DILGB-ADA4-72-2005	4	16209	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/ Regional Office
19	Administrative Aide IV	OSEC-DILGB-ADA4-75-2005	4	16209	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/ Regional Office

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 October 28, 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

dilqr1recruitment@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.