

Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office No. V  
Rizal Street, Legazpi City

=====

**NOTICE**

**TO : PROVINCIAL/CITY DIRECTORS, DIVISION CHIEFS AND INTERESTED APPLICANTS**

**SUBJECT: NOTICE OF VACANT POSITIONS**

**DATE : August 11, 2016**

The Regional Personnel and Selection Board chaired by the undersigned hereby invites applicants for the following vacant positions:


<b>POSITION</b>	<b>No. of Vacancies</b>	<b>STATION</b>	<b>Qualification Requirements</b>
LG00 VI	2	RO LGMED Camarines Norte	Bachelor's Degree; three (3) years of relevant experience; CS Prof. 2 <sup>nd</sup> Level Elig.; Completion of LG00 Training
LG00 V	6	Reg'l Office - 1 Cam Norte - 1 Cam Sur - 1 Catanduanes - 2 Masbate - 1	Bachelor's Degree; two (2) years of relevant experience; CS Prof. 2 <sup>nd</sup> Level Elig.; Completion of LG00 Training
LG00 III	2	Albay - 1 Masbate - 1	Bachelor's Degree; two (2) yrs. of relevant experience; Career Service Prof. 2 <sup>nd</sup> Level Elig.; Completion of LG00 Training
LG00 II	9	Cam Norte - 2 Cam Sur - 3 Catanduanes - 1 Masbate - 1 Sorsogon - 2	Bachelor's Degree; Career Service Prof. 2 <sup>nd</sup> Level Elig.; Training and experience are not required
Admin. Officer V	1	Regional Office	Bachelor's Degree; 2 years relevant experience; 8 hours relevant training; CS Prof. 2 <sup>nd</sup> Level Elig.
Admin. Asst. III (Sec. II)	1	Regional Office	Completion of two years studies in college; 1 year of relevant experience; 4 hours of relevant training; CS Sub-Prof. 1 <sup>st</sup> Level Elig.
Admin. Asst. II (AC III & DO II)	3	Cam Norte - 1 Catanduanes - 1 Sorsogon - 1	Completion of two years studies in college ; 1 year of relevant experience; 4 hours of relevant training; CS Sub-Prof. 1 <sup>st</sup> Level Elig.
Admin. Aide VI (AC II)	2	Reg'l Office - 1 Cam Norte - 1	Completion of two years studies in college; 1 year of relevant experience; Training is not required; CS Sub-Prof. 1 <sup>st</sup> Level Elig.
Admin Aide IV	7	Reg'l Office - 1 Albay - 1 Cam Sur - 2 Masbate - 2 Sorsogon - 1	Completion of two years studies in college; Career Service Sub-Prof. (1st Level Elig.) and PQE passer

Interested qualified applicants may submit their application together with the following supporting documents to their respective provinces which shall be forwarded to the HRMO, not later than **August 22, 2016 (Monday)**.

LGOO V personnel who would want to seek transfer or shift of item may also submit their intent along with the following requirements to HRMO not later than the date mentioned above.

1. Updated Personal Data Sheet, with the following attachments;
  - 1.1 Service Records, showing relevant experience in the government and private sector;
  - 1.2 List of relevant trainings (must be supported with certifications, per DILG Circular No. 2008-05, MSP) for the last five (5) years;
  - 1.3 Authenticated copy of the Transcript of Records or certification of Units earned;
  - 1.4 Outstanding accomplishments in the past 12 months (if there is any).
2. Certificate of Eligibility;
3. Performance ratings for the last two rating periods

Please take note that trainings and educational attainment declared in the Personal Data Sheet should be supported with certified true copy of certifications for them to be counted in the assessment per Sections C and D, Rule IV of DILG Circular No. 2008-05.

  
**DANTON M. VIBAR**  
OIC Asst. Regional Director  
Chairperson, RPSPB