

NOTICE OF VACANCIES

| POSITION | STATION | JOB STATUS |
|--|---------------|------------|
| Local Government Operations Officer VI | DILG Region V | Permanent |
| Local Government Operations Officer V | DILG Region V | Permanent |
| Local Government Operations Officer II | DILG Region V | Permanent |
| Administrative Aide VI | DILG Region V | Permanent |

Interested and Qualified applicants should signify their interest in writing. New entrants for Administrative Aide VI must be a passer of the DILG Pre-Qualifying Examination (PQE). Attach the following documents to the application letter and submit not later than **March 28, 2022:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (WES) (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating for the last rating period (July to December 2021);
3. Photocopy of authenticated certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records/Certifications of units earned;
5. Photocopies of certificates of the trainings attended; and
6. Photocopies of Designation Order/s as OIC or Acting Capacity for the applied or higher position.

Next-In-Rank still have to submit their application with the required documents for inclusion. Failure to do so would mean a waiver for such position.

DILG Region 5 is an equal opportunity agency. All qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity (SOGI), civil status, religion ethnicity or political affiliations.

Kindly address your application letter to:

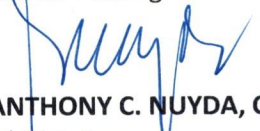
ATTY. ANTHONY C. NUYDA, CESO III
Regional Director
DILG Region V
Rizal Street, Legazpi City

Interested applicants may apply personally or send their applications through email at personnelr5rsp@gmail.com.

You may also contact us at Telephone Number (052) 742-5022
Look for Ms. Ma. Pia M. Salameño, Human Resource Management Officer III

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Posting:


ATTY. ANTHONY C. NUYDA, CESO III
Regional Director
March 14, 2022

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Regional Director
March 14, 2022

| JOB VACANCY | |
|---|---|
| Position Title: | Local Government Operations Officer VI |
| No. of Vacancy/ies: | 6 |
| Plantilla Item No.: | OSEC-DILGB-LG006-246-2010; OSEC-DILGB-LG006-605-2017; OSEC-DILGB-LG006-638-2017; OSEC-DILGB-LG006-664-2017; OSEC-DILGB-LG006-672-2017; and OSEC-DILGB-LG006-686-2017 |
| Salary: | PhP 69,963.00 |
| Salary Grade: | 22 |
| Station: | Can be assigned anywhere in the region |
| QUALIFICATIONS: | |
| Education: | Bachelor's Degree |
| Experience: | 3 years of relevant experience |
| Training: | Completion of training course for LGOOs |
| Eligibility: | Career Service Prof. 2 nd Level Eligibility |
| JOB SUMMARY: Oversee the effective implementation of the Department's Programs, Project and Activities in the municipal level and coordinate the conduct of research/studies that will contribute to the policy formulation, guidelines and standards. Acts as head of DILG Office in the municipality. | |

| REQUIRED COMPETENCIES | LEVEL |
|--|-------|
| A. CORE COMPETENCIES | |
| A.1. Commitment to Ethical Service and Good Governance | 3 |
| A.2. Customer Focus | 3 |
| A.3. Ensuring Excellent Results | 3 |
| A.4. Organizational Sensitivity | 3 |
| B. LEADERSHIP COMPETENCIES | |
| B.1. Developing and Inspiring Others | 2 |
| B.2. Planning work and Managing Teams | 2 |
| B.3. Problem Solving and Decision Making | 2 |
| C. FUNCTIONAL COMPETENCIES | |
| C.1. Effective Communication | 3 |
| C.2. Influence | 3 |
| C.3. Managing Knowledge and Information | 3 |
| C.4. Policy Research and Analysis | 3 |
| C.5. Program Development and Management | 3 |
| C.6. Relationship Building | 3 |
| C.7. Technical Proficiency | 3 |

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| JOB VACANCY | |
|---|---|
| Position Title: | Local Government Operations Officer V |
| No. of Vacancy/ies: | 6 |
| Plantilla Item No.: | OSEC-DILGB-LGOO5-1583-1998; OSEC-DILGB-LGOO5-1603-1998; OSEC-DILGB-LGOO5-1606-1998; OSEC-DILGB-LGOO5-1607-1998; OSEC-DILGB-LGOO5-1680-1998; and OSEC-DILGB-LGOO5-1725-1998 |
| Salary: | 55,799.00 |
| Salary Grade: | 20 |
| Station: | Sorsogon(2), Catanduanes (3), and Cam. Norte |
| QUALIFICATIONS: | |
| Education: | Bachelor's Degree |
| Experience: | 2 years of relevant experience |
| Training: | Completion of training course for LGOOs |
| Eligibility: | Career Service Prof. 2 nd Level Eligibility |
| JOB SUMMARY: | |
| Assist the effective implementation of the Department's Programs, Project and Activities at the Regional Office and Provincial Offices. | |

| REQUIRED COMPETENCIES | LEVEL |
|--|-------|
| A. CORE COMPETENCIES | |
| A.1. Commitment to Ethical Service and Good Governance | 3 |
| A.2. Customer Focus | 3 |
| A.3. Ensuring Excellent Results | 3 |
| A.4. Organizational Sensitivity | 3 |
| B. LEADERSHIP COMPETENCIES | |
| B.1. Developing and Inspiring Others | 1 |
| B.2. Planning work and Managing Teams | 1 |
| B.3. Problem Solving and Decision Making | 1 |
| C. FUNCTIONAL COMPETENCIES | |
| C.1. Effective Communication | 2 |
| C.2. Influence | 2 |
| C.3. Managing Knowledge and Information | 2 |
| C.4. Policy Research and Analysis | 2 |
| C.5. Program Development and Management | 2 |
| C.6. Relationship Building | 2 |
| C.7. Technical Proficiency | 2 |

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| JOB VACANCY | |
|--|---|
| Position Title: | Local Government Operations Officer II |
| No. of Vacancy/ies: | 13 |
| Plantilla Item No.: | OSEC-DILGB-LGOO2- <u>350-1998</u> ; <u>354-1998</u> ; <u>358-1998</u> ; <u>363-1998</u> ; <u>377-1998</u> ; <u>383-1998</u> ; <u>388-1998</u> ; <u>391-1998</u> ; <u>398-1998</u> ; <u>402-1998</u> ; <u>405-1998</u> ; <u>408-1998</u> ; and <u>419-1998</u> |
| Salary: | 29,798.00 |
| Salary Grade: | 13 |
| Station: | Can be assigned anywhere in the region |
| QUALIFICATIONS: | |
| Education: | Bachelor's Degree |
| Experience: | None Required |
| Training: | None Required |
| Eligibility: | Career Service Prof. 2 nd Level Eligibility |
| Additional Requirement: | Must be a passer of DILG Pre-Qualifying Examination |
| JOB SUMMARY: Assist in providing technical assistance in planning, administering, implementing and monitoring of developmental projects and activities to improve administrative and fiscal capabilities of the municipalities. | |

| REQUIRED COMPETENCIES (as per DILG Competency Framework and Dictionary Manual) | LEVEL |
|---|-------|
| A. CORE COMPETENCIES | |
| A.1. Commitment to Ethical Service and Good Governance | 2 |
| A.2. Customer Focus | 2 |
| A.3. Ensuring Excellent Results | 2 |
| A.4. Organizational Sensitivity | 2 |
| B. FUNCTIONAL COMPETENCIES | |
| C.1. Effective Communication | 1 |
| C.2. Influence | 1 |
| C.3. Managing Knowledge and Information | 1 |
| C.4. Policy Research and Analysis | 1 |
| C.5. Program Development and Management | 1 |
| C.6. Relationship Building | 1 |
| C.7. Technical Proficiency | 1 |

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| JOB VACANCY | |
|--|---|
| Position Title: | Administrative Aide VI |
| No. of Vacancy/ies: | 1 |
| Plantilla Item No.: | OSEC-DILGB-ADA6-167-2005 |
| Salary: | 16,877.00 |
| Salary Grade: | 6 |
| Station: | Camarines Norte |
| QUALIFICATIONS: | |
| Education: | Completion of two (2) yrs studies in college |
| Experience: | 1 year of relevant experience |
| Training: | 4 hours of relevant training |
| Eligibility: | Career Service Sub-Prof. 1st Level Eligibility |
| Other Qualification: | Must be a passer of DILG Pre-Qualifying Examination |
| JOB SUMMARY: Under immediate supervision, maintains routenary files for disbursement vouchers, employee subsidiary ledgers, control book for obligations and receives office communications and does related work | |

| REQUIRED COMPETENCIES (as per DILG Competency Framework and Dictionary Manual) | LEVEL |
|---|-------|
| A. CORE COMPETENCIES | |
| A.1. Commitment to Ethical Service and Good Governance | 1 |
| A.2. Customer Focus | 1 |
| A.3. Ensuring Excellent Results | 1 |
| A.4. Organizational Sensitivity | 1 |
| B. FUNCTIONAL COMPETENCIES | |
| C.1. Effective Communication | 1 |
| C.2. Influence | 1 |
| C.3. Managing Knowledge and Information | 1 |
| C.4. Policy Research and Analysis | 1 |
| C.5. Program Development and Management | 1 |
| C.6. Relationship Building | 1 |
| C.7. Technical Proficiency | 1 |

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