

## NOTICE OF VACANCIES

POSITION	STATION	JOB STATUS
Local Government Operations Officer IV	Regional Office	Permanent
Accountant II	Regional Office	Permanent
Administrative Officer IV (HRMO II)	Regional Office	Permanent
Local Government Operations Officer II	anywhere in the region	Permanent
Administrative Aide IV	Cam Norte/Cam Sur	Permanent

Interested and Qualified applicants should signify their interest in writing. New entrants should be a passer of the DILG pre-qualifying Examination. Attach the following documents to the application letter and submit not later than **March 22, 2024**:

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](http://www.csc.gov.ph);
2. Performance rating for the last rating period July to December 2023 (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records/Certifications of units earned; and
5. Photocopies of certificates of the trainings attended.

*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. ARNALDO E. ESCOBAR JR, CESO V**  
Regional Director  
DILG Region V  
Rizal Street, Legazpi City

Interested applicants may apply personally or send their applications through email at [personnelr5rsp@gmail.com](mailto:personnelr5rsp@gmail.com).

You may also contact us at Telephone Number (052) 742-5022  
Look for Mr. Ranulfo M. Solomon, Jr, Human Resource Management Officer III

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Approved for Posting:

  
**ATTY. ARNALDO E. ESCOBAR JR, CESO V**  
Regional Director  
March 11, 2024

JOB VACANCY	
Position Title:	Local Government Operations Officer IV
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-LG004-19-1998
Salary:	46,725.00
Salary Grade:	18
Station:	Regional Office
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	2 years of relevant experience
Training:	Completion of training course for LGOOs
Eligibility:	Career Service Prof. 2 <sup>nd</sup> 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:	Accountant II
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-A2-11-1998
Salary:	39,672.00
Salary Grade:	16
Station:	Regional Office FAD
QUALIFICATIONS:	
Education:	Bachelor Degree in BS Accountancy/BSC Accounting/BSBA Accounting
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	RA 1080 (CPA)
Other Qualification:	
JOB SUMMARY: Under general supervision, assists in planning the activities of accounting section engaged in the preparation of financial reports, reconciles books of account with books of related government agencies and private company, prepares correspondence 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	2
A.2. Customer Focus	2
A.3. Ensuring Excellent Results	2
A.4. Organizational Sensitivity	2
B. LEADERSHIP COMPETENCIES (Not required)	
C. FUNCTIONAL COMPETENCIES	
C.1. Critical and Analytical Thinking	2
C.2. Collaboration/Working with Others	2
C.3. Process Orientation	2
C.4. Information/Data/Records Management	2
C.5. Administrative Services Proficiency	2

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JOB VACANCY	
Position Title:	Local Government Operations Officer II
No. of Vacancy/ies:	4
Plantilla Item No.:	OSEC-DILGB-LGOO2-350-1998; OSEC-DILGB-LGOO2-383-1998; OSEC-DILGB-LGOO2-398-1998; and OSEC-DILGB-LGOO2-425-1998
Salary:	31,320.00
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 <sup>nd</sup> Level Eligibility
Additional Requirement: Must be a passer of Pre-Qualifying Examination	
JOB SUMMARY: Under general supervision and with limited latitude for the exercise of independent judgement, assists the LGOO VI in the implementation and monitoring of Department programs, projects and activities in the municipal offices.	

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 Officer IV (HRMO II)
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADOF-84-2005
Salary:	36,619.00
Salary Grade:	15
Station:	Regional Office FAD
QUALIFICATIONS:	
Education:	Bachelor's Degree relevant to the job
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility
Other Qualification:	
JOB SUMMARY: Under immediate supervision, supervises the preparation of actions on appointments, leaves, transfers, reinstatements, insurance or retirement claims, salary adjustment, position classifications and/or reclassifications, performance ratings, and other personnel benefits and services 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	2
A.2. Customer Focus	2
A.3. Ensuring Excellent Results	2
A.4. Organizational Sensitivity	2
B. LEADERSHIP COMPETENCIES (Not required)	
C. FUNCTIONAL COMPETENCIES	
C.1. Critical and Analytical Thinking	2
C.2. Collaboration/Working with Others	2
C.3. Process Orientation	2
C.4. Information/Data/Records Management	2
C.5. Administrative Services Proficiency	2

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JOB VACANCY	
Position Title:	Administrative Aide IV
No. of Vacancy/ies:	2
Plantilla Item No.:	OSEC-DILGB-ADA4-165-2005 and 72-2010
Salary:	15,586.00
Salary Grade:	4
Station:	Camarines Sur and Camarines Norte
QUALIFICATIONS:	
Education:	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course
Experience:	None Required
Training:	None Required
Eligibility:	Relevant MC 11, s 1996 Career Service Sub-Prof. 1st Level Eligibility
Additional Qualification:	Must be a passer of DILG Pre-Qualifying Examination
JOB SUMMARY:	
Under general supervision, performs skilled clerical work; maintains record-keeping system 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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