



POSITION	No. of Vacancies	STATION	Qualification Requirements	Competency Requirements
LG00 VII	1	Masbate	Masteral Degree; 4 yrs in position involving management and supervision; completion of training course for LGOOs and Career Service Professional 2 <sup>nd</sup> Level Eligibility	<b>Core</b> 1. Commitment To Ethical Service and Good Governance 2. Customer Focus 3. Ensuring Excellent Results 4. Organizational Sensitivity for LG00 VII, VI and V – Level 3; For LG00 III and II – Level 2 ) <b>Leadership:</b> Developing and Inspiring Others (For LG00 V, VI AND VII – Level ) ; Planning and Managing Teams and Problem Solving and Decision Making for LG00 VII, VI and V – Level 3; For LG00 III and II – Level 2 ) <b>Functional:</b> Effective Communication; Influence; Knowledge and Information; Policy Research and Analysis; Program Development and Management; Relationship Building and Technical Expertise on Local Governance for LG00 VII, VI (Level 3 LG00 V – Level 2; LG00 III and II – Level 1 )
LG00 VI	4	Albay -1 Sorsogon – 1 Masbate -1 Catanduanes - 1	Bachelor's Degree; 3 yrs. Of relevant experience; completion of training course for LGOOs; and Career Service Prof. 2 <sup>nd</sup> Level Eligibility.	
LG00 V	3	Albay – 1 Masbate – 1 Reg'l Office - 1	Bachelor's Degree; 2 yrs. of relevant experience; completion of training course for LGOOs; and Career Service Prof. 2 <sup>nd</sup> Level Eligibility.	
LG00 III	1	Cam Sur - 1	Bachelor's Degree; 1 yr. of relevant experience; completion of training course for LGOOs; and Career Service Prof. 2 <sup>nd</sup> Level Eligibility.	
LG00 II	2	Masbate – 2	Bachelor's Degree; Career Service Prof. 2 <sup>nd</sup> Level Eligibility; Training and experience are not required and PQE passer.	
Admin Aide VI (Acctg Clerk II)	1	Albay – 1	Completion of two years studies in college; Career Service Sub-Prof. (1st Level Elig.) and PQE passer	
Admin Aide IV (Clerk II)	1	Cam Norte – 1	Completion of two years studies in college; Career Service Sub-Prof. (1st Level Elig.) and PQE passer	<b>Core Competencies</b> 1. Commitment To Ethical Service and Good Governance 2. Customer Focus 3. Ensuring Excellent Results 4. Organizational Sensitivity ( <b>Level 1 for all administrative positions</b> ) <b>Functional:</b> Collaboration/Working with others; Process Orientation; Information/Data/Records Management and Administrative Support Services Proficiency ( <b>Level 1 for all administrative positions</b> ) <b>Note:</b> Kindly check the <b>Department Competency Framework and Dictionary Manual for reference (can be viewed thru this link: <a href="http://bit.ly/competency_dictionary">http://bit.ly/competency_dictionary</a></b>

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 **April 6, 2018** .

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 (for promotion and transfer)

Qualified applicants for LG00 II positions are those who have gone through the DILG LG00 Selection Process conducted for the past 12 months, provided a letter of intent is sent for their inclusion and consideration.

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.