

NOTICE OF VACANCIES

POSITION	STATION	JOB STATUS
Local Government Operations Officer III	Masbate	Permanent
Local Government Operations Officer II	Regionwide	Permanent

Interested and Qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit not later than **October 16, 2023:**

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 January to June 2023 (for LGOO III promotion);
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.

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.

JOB VACANCY	
Position Title:	Local Government Operations Officer II
No. of Vacancy/ies:	9
Plantilla Item No.:	OSEC-DILGB-LGOO2-357-1998; 359-1998; 371-1998; 376-1998; 386-1998; 389-1998; 399-1998; 410-1998 and 414-1998
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 nd Level Eligibility
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:	Local Government Operations Officer III
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-LGOO3-10-1998
Salary:	36,619.00
Salary Grade:	15
Station:	Masbate
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	One (1) year relevant work experience
Training:	80 hrs of training in Local Governance Operations and Planning, Strategic Thinking and Community Development
Eligibility:	Career Service Prof. 2 nd Level Eligibility
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's programs, projects and activities in the city offices.	

REQUIRED COMPETENCIES	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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