

NOTICE OF VACANCIES

POSITION	STATION	JOB STATUS
Local Government Operations Officer V	Regionwide	Permanent
Local Government Operations Officer IV	Regional Office	Permanent
Local Government Operations Officer III	Regional Office, Albay and Cam Sur	Permanent
Administrative Aide VI	FAD, Regional Office	Permanent
Administrative Aide IV	FAD, Regional Office	Permanent

Interested and Qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit not later than **August 23, 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;
2. Performance rating for the last rating period January to June 2024;
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. ESCOBER 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 Mr. Ranulfo M. Solomon, Jr, Human Resource Management Officer III

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Posting:


ATTY. ARNALDO E. ESCOBER JR, CESO V
Regional Director
August 13, 2024

JOB VACANCY

Position Title:	Local Government Operations Officer V
No. of Vacancy/ies:	4
Plantilla Item No.:	OSEC-DILGB-LGO05-8-2019; OSEC-DILGB-LGO05-1299-1998; OSEC-DILGB-LGO05-1652-1998; and OSEC-DILGB-LGO05-1680-1998
Salary:	60,157.00
Salary Grade:	20
Station:	Regional Office, Masbate, Albay 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
Other Qualification:	Must be a CBA Passer
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 IV
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-LG004-12-1998
Salary:	49,015.00
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 nd Level Eligibility
Other Qualification:	Must be a CBA Passer
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	
Not Required	
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 III
No. of Vacancy/ies:	3
Plantilla Item No.:	OSEC-DILGB-LGOO3-9-2019; OSEC-DILGB-LGOO3-10-1998; and OSEC-DILGB-LGOO3- 185-1998
Salary:	38,413.00
Salary Grade:	15
Station:	Regional Office, Albay and Cam Sur
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/regional.	

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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JOB VACANCY	
Position Title:	Administrative Aide VI
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADA6-160-2005
Salary:	17,553.00
Salary Grade:	6
Station:	Regional Office
QUALIFICATIONS:	
Education:	Completion of two (2) yrs studies in college or High School Graduate with relevant vocational/trade course
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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JOB VACANCY	
Position Title:	Administrative Aide IV
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADA4-157-2005
Salary:	16,209
Salary Grade:	4
Station:	FAD, Regional Office
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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