

NOTICE OF VACANCIES

POSITION	STATION	JOB STATUS
Administrative Officer IV (HRMO II)	Regional Office	Permanent
Administrative Officer III (Records Officer II)	Regional Office	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 **September 2, 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:

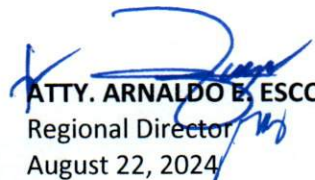
ATTY. ARNALDO E. ESCOBER JR, CESO V
Regional Director
DILG Region V
Rizal Street, Legazpi City

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 22, 2024

JOB VACANCY	
Position Title:	Administrative Officer IV (HRMO II)
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADOF-84-2005
Salary:	38,413.00
Salary Grade:	15
Station:	Regional Office FAD
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Professional) Second Level Eligibility
Other Qualification:	Must be a PQE Passer
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	3
C.2. Collaboration/Working with Others	3
C.3. Process Orientation	3
C.4. Information/Data/Records Management	3
C.5. Administrative Services Proficiency	3

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JOB VACANCY	
Position Title:	Administrative Officer III (Records Officer II)
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADOF3-58-2005
Salary:	35,434.00
Salary Grade:	14
Station:	Regional Office
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service Prof. 2 nd Level Eligibility
Additional Qualification:	Must be a passer of DILG Pre-Qualifying Examination
JOB SUMMARY: Under the direct supervision of the Chief Administrative Officer, assumes the responsibilities for the custody and safekeeping of official records, documents, assigns conformity with standing policies and procedures 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	3
C.2. Collaboration/Working with Others	3
C.3. Process Orientation	3
C.4. Information/Data/Records Management	3
C.5 Administrative Services Proficiency	3

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