

**NOTICE OF VACANCIES**

<b>POSITION</b>	<b>STATION</b>	<b>JOB STATUS</b>
Local Government Operations Officer VI	Regionwide	Permanent
Local Government Operations Officer V	Regionwide	Permanent
Local Government Operations Officer IV	Regional Office	Permanent
Administrative Aide VI	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 **November 11, 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:

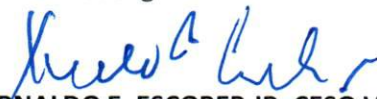

**ATTY. ARNALDO E. ESCOBER JR, CESO V**  
Regional Director  
DILG Region V  
Rizal Street, Legazpi City

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

You may also contact us at Telephor.e 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  
October 30, 2024 

JOB VACANCY	
Position Title:	Local Government Operations Officer VI
No. of Vacancy/ies:	2
Plantilla Item No.:	OSEC-DILGB-LG006-613-2017 and OSEC-DILGB-LG006-656-2017
Salary:	PhP 74,836.00
Salary Grade:	22
Station:	Can be assigned anywhere in the region
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's Degree
Experience:	3 years of relevant experience
Training:	Completion of training course for LGOOs
Eligibility:	Career Service Prof. 2 <sup>nd</sup> Level Eligibility
Other Qualification:	Must be a CBA Passer
<b>JOB SUMMARY:</b>	
Oversee the effective implementation of the Department's Programs, Project and Activities in the municipal level and coordinate the conduct of research/studies that will contribute to the policy formulation, guidelines and standards. Acts as head of DILG Office in the municipality/city.	

REQUIRED COMPETENCIES	LEVEL
<b>A. CORE COMPETENCIES</b>	
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>B. LEADERSHIP COMPETENCIES</b>	
B.1. Developing and Inspiring Others	2
B.2. Planning work and Managing Teams	2
B.3. Problem Solving and Decision Making	2
<b>C. FUNCTIONAL COMPETENCIES</b>	
C.1. Effective Communication	3
C.2. Influence	3
C.3. Managing Knowledge and Information	3
C.4. Policy Research and Analysis	3
C.5. Program Development and Management	3
C.6. Relationship Building	3
C.7. Technical Proficiency	3

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## 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:	Can be assigned anywhere in the region
<b>QUALIFICATIONS:</b>	
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
Other Qualification:	Must be a CBA Passer
<b>JOB SUMMARY:</b>	
Assist the effective implementation of the Department's Programs, Project and Activities at the Regional Office and Provincial Offices.	

REQUIRED COMPETENCIES	LEVEL
<b>A. CORE COMPETENCIES</b>	
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>B. LEADERSHIP COMPETENCIES</b>	
B.1. Developing and Inspiring Others	1
B.2. Planning work and Managing Teams	1
B.3. Problem Solving and Decision Making	1
<b>C. FUNCTIONAL COMPETENCIES</b>	
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
<b>QUALIFICATIONS:</b>	
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
Other Qualification:	Must be a CBA Passer
<b>JOB SUMMARY:</b>	
Assist the effective implementation of the Department's Programs, Project and Activities at the Regional Office and Provincial Offices.	

REQUIRED COMPETENCIES	LEVEL
<b>A. CORE COMPETENCIES</b>	
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>B. LEADERSHIP COMPETENCIES</b>	
Not Required	
<b>C. FUNCTIONAL COMPETENCIES</b>	
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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<b>JOB VACANCY</b>	
Position Title:	Administrative Aide VI
No. of Vacancy/ies:	2
Plantilla Item No.:	OSEC-DILGB-ADA6-160-2005 and OSEC-DILGB-ADA6-168-2005
Salary:	18,255.00
Salary Grade:	6
Station:	Regional Office
<b>QUALIFICATIONS:</b>	
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
<b>JOB SUMMARY:</b>	
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
<b>A. CORE COMPETENCIES</b>	
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>B. FUNCTIONAL COMPETENCIES</b>	
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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