

**NOTICE OF VACANCIES**

<b>POSITION</b>	<b>STATION</b>	<b>JOB STATUS</b>
Local Government Operations Officer III	Regional Office, Albay and Sorsogon	Permanent
Local Government Operations Officer II	Camarines Sur Albay and Masbate	Permanent
Administrative Aide IV	Regional Office Camarines Sur and Sorsogon	Permanent

Interested and Qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit not later than **March 20, 2025:**

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 2024 (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:

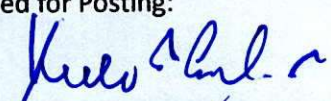
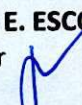
**ATTY. ARNALDO E. ESCOBER JR, CESO III**  
Regional Director  
DILG Region V  
Rizal Street, Legazpi City

Interested applicants may apply personally or send their applications through email at [personnel5rsp@gmail.com](mailto:personnel5rsp@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 III**  
Regional Director  
March 10, 2025 

<b>JOB VACANCY</b>	
<b>Position Title:</b>	Local Government Operations Officer III
<b>No. of Vacancy/ies:</b>	3
<b>Plantilla Item No.:</b>	OSEC-DILGB-LGOO3-9-2019; CSEC-DILGB-LGOO3-10-1998; and OSEC-DILGB-LGOO3-185-1998;
<b>Salary:</b>	40,208.00
<b>Salary Grade:</b>	15
<b>Station:</b>	Regional Office(1); Albay (1) and Sorsogon(1)
<b>QUALIFICATIONS:</b>	
<b>Education:</b>	Bachelor's Degree
<b>Experience:</b>	1 year of relevant experience
<b>Training:</b>	80 hours of training in Local Governance Operations and Planning, Strategic thinking and Community Development
<b>Eligibility:</b>	Career Service Prof. 2 <sup>nd</sup> Level Eligibility
<b>JOB SUMMARY:</b>	
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
<b>A. CORE COMPETENCIES</b>	
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>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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## JOB VACANCY

<b>Position Title:</b>	<b>Local Government Operations Officer II</b>
<b>No. of Vacancy/ies:</b>	<b>4</b>
<b>Plantilla Item No.:</b>	OSEC-DILGB-LGOO2-354-1998 OSEC-DILGB-LGOO2-375-1998 OSEC-DILGB-LGOO2-390-1998 and OSEC-DILGB-LGOO2-403-1998
<b>Salary:</b>	<b>34,421.00</b>
<b>Salary Grade:</b>	<b>13</b>
<b>Station:</b>	<b>Albay (1), Camarines Sur (2), and Masbate (1)</b>
<b>QUALIFICATIONS:</b>	
<b>Education:</b>	<b>Bachelor's Degree</b>
<b>Experience:</b>	<b>None Required</b>
<b>Training:</b>	<b>None Required</b>
<b>Eligibility:</b>	<b>Career Service Prof. 2<sup>nd</sup> Level Eligibility</b>
<b>Additional Requirement:</b>	<b>DILG Pre-Qualifying Examination passer (Level 2 – Technical)</b>
<b>JOB SUMMARY:</b>	
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
<b>A. CORE COMPETENCIES</b>	
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>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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<b>JOB VACANCY</b>	
<b>Position Title:</b>	Administrative Aide IV
<b>No. of Vacancy/ies:</b>	3
<b>Plantilla Item No.:</b>	OSEC-DILGB-ADA4-156-2005 OSEC-DILGB-ADA4-160-2005 and OSEC-DILGB-ADA4-166-2005
<b>Salary:</b>	16,833.00
<b>Salary Grade:</b>	4
<b>Station:</b>	FAD, Regional Office (1), Camarines Sur (1), and Sorsogon
<b>QUALIFICATIONS:</b>	
<b>Education:</b>	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course
<b>Experience:</b>	None Required
<b>Training:</b>	None Required
<b>Eligibility:</b>	Relevant MC 11, s 1996 Career Service Sub-Prof. 1st Level Eligibility
<b>Additional Qualification:</b>	Must be a passer of DILG Pre-Qualifying Examination (Administrative Level)
<b>JOB SUMMARY:</b> 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
<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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