

## NOTICE OF VACANCIES

POSITION	STATION	JOB STATUS
Local Government Operations Officer VI	Regional Office, Sorsogon	Permanent
Local Government Operations Officer V	Regionwide	Permanent
Local Government Operations Officer III	Camarines Sur	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 **April 21, 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. ESCOBAR JR, CESO III**

Regional Director

DILG Region V

Rizal Street, Legazpi City

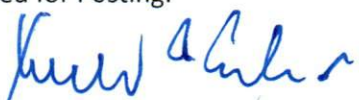
Interested applicants may apply personally or send their applications through email at [personnelr5rsp@gmail.com](mailto:personnelr5rsp@gmail.com).

You may also contact us at 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. ESCOBAR JR, CESO III**

Regional Director

April 10, 2025

JOB VACANCY	
Position Title:	Local Government Operations Officer VI
No. of Vacancy/ies:	2
Plantilla Item No.:	OSEC-DILGB-LGOO6-35-1998 OSEC-DILGB-LGOO6-680-2017
Salary:	78,162.00
Salary Grade:	22
Station:	Regional Office (1) and Sorsogon (1)
QUALIFICATIONS:	
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
<b>JOB SUMMARY:</b> Oversee the effective implementation of the Department's Programs, Project and Activities in the regional and provincial 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 (as per DILG Competency Framework and Dictionary Manual)	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	2
B.2. Planning Work and Managing Teams	2
B.3. Problem Solving and Decision Making	2
C. FUNCTIONAL COMPETENCIES	
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

*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.*

***\*All applicants will be subjected to Mandatory Full-Blown CBA.***



JOB VACANCY	
Position Title:	Local Government Operations Officer V
No. of Vacancy/ies:	3
Plantilla Item No.:	OSEC-DILGB-LGOO5-1606-1998; OSEC-DILGB-LGOO5-1607-1998; and OSEC-DILGB-LGOO5-1725-1998
Salary:	62,967.00
Salary Grade:	20
Station:	Regionwide
QUALIFICATIONS:	
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
JOB SUMMARY: Assist the effective implementation of the Department's Programs, Project and Activities at the Provincial Office.	

REQUIRED COMPETENCIES (as per DILG Competency Framework and Dictionary Manual)	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

*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.*

***\*Those interested applicants will be subjected to Simplified CBA.***

JOB VACANCY	
Position Title:	Local Government Operations Officer III
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-LGOO3-16-1998
Salary:	40,208.00
Salary Grade:	15
Station:	Camarines Sur
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	1 year of relevant experience
Training:	80 hours of training in Local Governance Operations and Planning, Strategic thinking and Community Development
Eligibility:	Career Service Prof. 2 <sup>nd</sup> 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

*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.*



JOB VACANCY	
Position Title:	Local Government Operations Officer II
No. of Vacancy/ies:	7
Plantilla Item No.:	OSEC-DILGB-LGOO2-354-1998; OSEC-DILGB-LGOO2-375-1998; OSEC-DILGB-LGOO2-381-1998; OSEC-DILGB-LGOO2-390-1998; OSEC-DILGB-LGOO2-403-1998; OSEC-DILGB-LGOO2-415-1998; and OSEC-DILGB-LGOO2-422-1998
Salary:	34,421.00
Salary Grade:	13
Station:	Regionwide
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Prof. 2 <sup>nd</sup> Level Eligibility
Additional Requirement:	DILG Pre-Qualifying Examination passer (Level 2 – Technical)
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

*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.*