

NOTICE OF VACANCIES

POSITION	STATION	JOB STATUS
Local Government Operations Officer VII	Sorsogon	Permanent
Local Government Operations Officer VI	Camarines Sur (2)	Permanent

Interested and Qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit not later than **May 15, 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;
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:

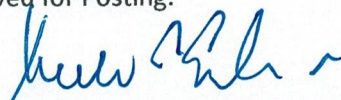
ATTY. ARNALDO E. ESCOBER JR, CESO III
Regional Director
DILG Region V
Rizal Street, Legazpi City

Interested applicants may apply personally or send their applications through email at 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 III
Regional Director
✓ May 5, 2025

JOB VACANCY	
Position Title:	Local Government Operations Officer VII
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-LGOO7-1380-2017
Salary:	98,185.00
Salary Grade:	24
Station:	Sorsogon
QUALIFICATIONS:	
Education:	Masteral Degree
Experience:	Four (4) years in position/s involving management and supervision
Training:	Completion of training course for LGOOs
Eligibility:	Career Service Prof. 2 nd Level Eligibility
JOB SUMMARY:	
Under direction and with considerable latitude for the exercise of independent judgement, acts as Cluster Head in the provincial operation.	

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	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

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

JOB VACANCY	
Position Title:	Local Government Operations Officer VI
No. of Vacancy/ies:	2
Plantilla Item No.:	OSEC-DILGB-LG006-248-2010 OSEC-DILGB-LG006-692-2017
Salary:	78,162.00
Salary Grade:	22
Station:	Camarines sur
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	3 years of relevant experience
Training:	Completion of training course for LGOOs
Eligibility:	Career Service Prof. 2 nd Level Eligibility
JOB SUMMARY: 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

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