

NOTICE OF VACANCIES

POSITION	STATION	JOB STATUS
Local Government Operations Officer VI	Regionwide	Permanent
Local Government Operations Officer V	Regionwide	Permanent
Local Government Operations Officer IV	Regionwide	Permanent
Local Government Operations Officer III	Regionwide	Permanent
Statistician I	Regional Office	Permanent
Information Systems Analyst I	Camarines Sur	Contract of Service

Interested and Qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit not later than **July 31, 2025**:

1. Updated and properly 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 2025 (if applicable);
3. Outstanding accomplishments in the last two (2) years; (if there is any)
4. Copy of Regional Order/s, re: Designation as Officer-In-Charge (OIC) of the position you are applying for; (if any)
5. Photocopy of authenticated certificate of eligibility/rating/license;
6. Photocopy of Transcript of Records/Certifications of units earned; and
7. Photocopies of certificates of the trainings attended.

Kindly address your application letter to:

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

Interested applicants should submit documents in **soft/electronic copies** only via the Job Application Portal at <https://tinyurl.com/profile-app>.

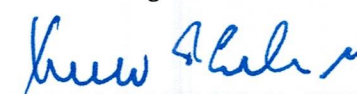
Please take note of the following:

- Application submitted through other channels (emails, courier, DMS, etc.) will **not** be accepted;
- Non-submission of any documentary requirement may cause the applicant to **not** earn points for certain criterion
- Applications submitted after the deadline will **no** longer be entertained.

You may also contact us at Telephone Number (052) 742-5022

Look for Mr. Ranulfo M. Solomon, Jr, Human Resource Management Officer III

Approved for Posting:


ATTY. ARNALDO E. ESCOBER JR, CESO III
Regional Director
July 16, 2025

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 VI
No. of Vacancy/ies:	2
Plantilla Item No.:	OSEC-DILGB-LGOO6-608-2017 OSEC-DILGB-LGOO6-685-2017
Salary:	78,162.00
Salary Grade:	22
Station:	Can be assigned anywhere in the region
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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JOB VACANCY	
Position Title:	Local Government Operations Officer V
No. of Vacancy/ies:	6
Plantilla Item No.:	OSEC-DILGB-LGOO5-1573-1998; OSEC-DILGB-LGOO5-1576-1998; OSEC-DILGB-LGOO5-1578-1998; OSEC-DILGB-LGOO5-1606-1998; OSEC-DILGB-LGOO5-1607-1998; and OSEC-DILGB-LGOO5-1645-1998
Salary:	62,967.00
Salary Grade:	20
Station:	Can be assigned anywhere in the region
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	2 years of relevant experience
Training:	Completion of training course for LGOOs
Eligibility:	Career Service Prof. 2 nd 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

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JOB VACANCY	
Position Title:	Local Government Operations Officer IV
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-LG004-19-1998
Salary:	51,034.00
Salary Grade:	18
Station:	Regional Office
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	2 years of relevant experience
Training:	Completion of training course for LGOOs
Eligibility:	Career Service Prof. 2 nd Level Eligibility
JOB SUMMARY:	
Assist the effective implementation of the Department's Programs, Project and Activities at the Regional Office and Provincial Offices.	

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	Not required
B.2. Planning work and Managing Teams	
B.3. Problem Solving and Decision Making	
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

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JOB VACANCY	
Position Title:	Local Government Operations Officer III
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-LGOO3-12-1998
Salary:	40,208.00
Salary Grade:	15
Station:	Regionwide
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 nd 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

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JOB VACANCY	
Position Title:	Statistician I
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-STAT1-8-1998
Salary:	30,024.00
Salary Grade:	11
Station:	Regional Office
QUALIFICATIONS:	
Education:	Bachelor's Degree relevant to the job
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Prof. 2 nd Level Eligibility
Other Qualifications:	Must be a DILG PQE Passer (Technical)
JOB SUMMARY:	
Under general supervision, assists in the formulation of Data and Statistical Research and does related work.	

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. Critical/Analytical Thinking	2
C.2. Collaboration/Working with Others	2
C.3. Process Orientation	2
C.4. Information/Data/Records Management	2
C.5. Administrative Services Proficiency	2

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JOB VACANCY	
Position Title:	Information Systems Analyst I
No. of Vacancy/ies:	1
Plantilla Item No.:	Contract of Services
Salary:	29,165.00
Salary Grade:	12
Station:	Camarines Sur
QUALIFICATIONS:	
Education:	Bachelor's Degree relevant to the job
Experience:	One (1) year of relevant work experience
Training:	Four (4) of relevant training
Eligibility:	None required
Other Qualification:	
JOB SUMMARY: Manage, develop, administer and maintain the Information Technology programs/projects in support to the organization's mission. <ul style="list-style-type: none"> Under immediate supervision of the head of unit (RICTU), mainly responsible on: Applications Systems Development and Maintenance; Database Management and Administration; IP Telephony; Network Administration and Internet/e-mail management and Information Technology Training. 	

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. Critical/Analytical Thinking	2
C.2. Collaboration/Working with Others	2
C.3. Process Orientation	2
C.4. Information/Data/Records Management	2
C.5. Administrative Services Proficiency	2

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