



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"
 Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
 Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg_ro12@yahoo.com • Website: region12.dilg.gov.ph
 ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

ANNOUNCEMENT!!!
APRIL 20, 2018

The Regional Personnel Selection and Promotion Board (RPSPB) is pleased to announce that the following positions are now open, to wit:

For Technical Positions:

1. LGOO VII (1)/SG 24 (Regional Office)

For Local Government Operations Officer (LGOO) VII position, the minimum requirements of the position shall be as follows, viz:

- a. Masteral degree
- b. 4 years in positions involving management and supervision
- c. Completion of training course for LGOOs
- d. Career Service Eligibility (Professional)
- e. Pre-qualifying examination passer (PQE for Technical) (Per Department Circular No. 2011-17 dated November 16, 2011)

2. LGOO V (3)/SG 20 (Regional Office and South Cotabato Province)

For Local Government Operations Officer (LGOO) V position, the minimum requirements of the position shall be as follows, viz:

- a. Bachelor's degree
- b. 2 years of relevant experience
- c. Completion of training course for LGOOs
- d. Career Service Eligibility (Professional)
- e. Pre-qualifying examination passer (PQE for Technical) (Per Department Circular No. 2011-17 dated November 16, 2011)

For Program based Positions:

1. Regional Anti-Drug Abuse Council Technical Assistants (2)/P 23, 000.00 monthly salary (Regional Office)

For Regional Anti-Drug Abuse Council Technical Assistants position, the minimum requirements of the position shall be as follows, viz:

- a. Bachelor's Degree relevant to the job, preferably graduate of Social Sciences, Political Science, Public Administration, International Relations, or other relevant fields;

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- a. Bachelor's Degree relevant to the job, preferably graduate of Social Sciences, Political Science, Public Administration, International Relations, or other relevant fields;
- b. With experiences and interest in program planning, implementation, and monitoring and evaluation;
- c. With good analytical, oral and written communications skills;
- d. Can work well in a multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels;
- e. Can handle pressure;
- f. Strong initiative and can work with minimum supervision; and
- g. Willing to travel.

Functions:

- ✓ Implement programs, projects and activities to strengthen and audit on Performance the P/C/M Anti-Drug Abuse Councils (ADACs) and other related councils and committees thereof;
- ✓ Provide technical assistance on the development of P/C/M Anti-Drug Abuse Action Plan, and other related plans;
- ✓ Monitor the submission of semestral and annual P/C/M ADAC and P/C/M ADAC Secretariat accomplishment report and other related reports;
- ✓ Develop a monitoring system to track the functionality and effectiveness of ADACs;
- ✓ Assist in the development, management and enhancement of the ADAC Functionality Monitoring System and other related monitoring systems;
- ✓ Review, enhance and develop operational guidelines on Functionality of Anti-Drug Abuse Councils;
- ✓ Establish linkages between and among all government and non-government agencies;
- ✓ Provide technical assistance to through trainings, conferences, and seminars;
- ✓ Conduct trainings, coordination meetings, consultation workshops, or conferences to ensure proper implementation of issuances of the ADAC-PMO, ADAC-NBOO and Interim NPOC Secretariat;
- ✓ Assist in the implementation and achievement of all ADAC-PMO, ADAC-NBOO and Interim NPOC Secretariat programs, projects and activities and other related tasks;
- ✓ Undertake fieldwork or travel in relation to the accomplishment of the program if needed; and
- ✓ Perform other related tasks as may be directed by the supervisors and/or management.

2. AKSYON Regional Head Coordinator (1)/SG 13 (Regional Office)

For AKSYON Regional Head Coordinator position, the minimum requirements of the position shall be as follows, viz:

- a. Must be a lawyer, or if not, at least possess a Bachelor of Laws, or Bachelor's Degree in Public Administration, Legal Management, Law Enforcement, or any equivalent;

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- b. For lawyers, no work experience required. For non-lawyers, at least one (1) year of general work experience in any field; and
- c. Excellent writing, research and communication skills.

Functions:

- ✓ Be the focal person in the regional level of the AKSYON Team for the proper implementation of the program in the field and facilitation of visits by the Supervising Authority (SA) and/or other Officers;
- ✓ Manage local government complaints, endorse/refer to proper agency concerned;
- ✓ Draft communications in reply to receive local government complaints, to be approved by the concerned DILG Regional Director;
- ✓ Maintain database on all local government complaints;
- ✓ Ensure the proper utilization of funds sub-allotted to the region;
- ✓ Assist the AKSYON Team in establishing links with major educational institutions and CSO's in the region for purposes of advocating against corruption;
- ✓ In coordination with the Regional and Provincial Directors, ensure the compliance of LGUs to requirements implemented by the Department through the PMO to prevent corruption;
- ✓ Submit to the SA, through the BLGS, quarterly reports with documentation signed by the Regional Head Coordinator and approved by the Regional Director on the implementation of the program in the field with highlights on major of an official for corruption, among other major accomplishments;
- ✓ Attend assemblies and other such meetings organized and facilitated by the Central Office;
- ✓ In consideration of the foregoing, be authorized to travel if needed; and
- ✓ Perform other tasks assigned by the SA.

3. AKSYON Regional Assistant Coordinator (1)/SG 11 (Regional Office)

For AKSYON Regional Assistant Coordinator position, the minimum requirements of the position shall be as follows, viz:

- a. Must possess at least a Bachelor's Degree in any field, preferably in Public Administration, Business Administration, Legal Management, Law Enforcement, or any equivalent;
- b. At least one (1) year of general work experience in any field; and
- c. Excellent writing, research and communication skills.

Functions:

- ✓ Assist the Regional Head Coordinator
 - in ensuring the proper implementation of the program in the field and the proper utilization of funds sub-allotted to the region;

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- in ensuring the compliance of LGUs to requirements implemented by the Department to prevent corruption;
- in preparing and submitting to SA, through BLGS, quarterly reports with documentation signed by the Regional Head Coordinator and approved by the Regional Director on the implementation of the program in the field with highlights on major accomplishments like being able to contribute to the successful conviction of an official for corruption, among other major accomplishments;
- ✓ Attend assemblies and other such meetings organized and facilitated by the Central Office;
- ✓ In consideration of the foregoing, be authorized to travel if needed; and
- ✓ Perform other tasks assigned by the PMT.

Interested applicants may submit their letter of intent or application letter and Personal Data Sheet, Performance Rating in the present position (if applicable), photocopy of certificate of eligibility/rating/license and photocopy of Transcript of Records in the nearest field office to be processed and endorsed by the respective Provincial Personnel Selection and Promotion Board. In addition, a copy of the minutes and resolution from the PPSPB must be attached together with the documents of the endorsed applicants.

All applications to the above mentioned positions must be submitted to this level on or before **May 11, 2018**.

For information and widest dissemination.


LAILYN A. ORTIZ, CESE
 Assistant Regional Director
 Chairperson, RPSPB

Noted by:


REYNALDO M. BUNGUBUNG, CESO IV
 Regional Director

FAD: DTS:
 PS
 FIELD OFFICES
 DIVISION CHIEFS
 CHIEF OF STAFF
 DILG WEBSITE

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