



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!!!

MARCH 2, 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 IV (1)/SG 18 (Regional Office)

For Local Government Operations Officer (LGOO) IV 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)

2. LGOO II (2)/SG 13 (Cotabato Province)

For LGOO II position, the minimum requirements of the position shall be as follows, viz:

- a. Bachelor's degree
- b. Career Service Eligibility (Professional)
- c. Pre-qualifying examination passer (PQE for Technical) (Per Department Circular No. 2011-17 dated November 16, 2011)

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOST).



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

"Matino, Mabusay 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

For Administrative Positions:

1. Administrative Officer V (HRMO III) (1)/SG 18 (Regional Office)

For Administrative Officer V position, the minimum requirements of the position shall be as follows, viz:

- a. Bachelor's degree
- b. 2 years of relevant experience
- c. 8 hours of relevant trainings
- d. Career Service Eligibility (Professional)
- e. Pre-qualifying examination passer (PQE for Admin. or Technical) (Per Department Circular No. 2011-17 dated November 16, 2011)

2. Administrative Assistant II (Accounting Clerk III) (1)/SG 8 (Sarangani Province)

For Administrative Assistant II position, the minimum requirements of the position shall be as follows, viz:

- a. Completion of two years studies in college
- b. 1 year of relevant experience
- c. 4 hours of relevant trainings
- d. Career Service Eligibility (Subprofessional)
- e. Pre-qualifying examination passer (PQE for Admin. or Technical) (Per Department Circular No. 2011-17 dated November 16, 2011)

For Program based Positions:

1. PLEB Project Assistant II (1)/SG 11 (Regional Office)

For PLEB Project Assistant II position, the minimum requirements of the position shall be as follows, viz:

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).



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

"Matino, Mabusay at Maaasaban"

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

- a. Graduate of a four-year course, preferably a Baccalaureate Degree holder in Commerce, Development/Social Studies, Public Administration or Communications;
- b. Must have above average interpersonal skills;
- c. Must have good analytical, oral and written communications skills;
- d. Must have background on basic planning and budgeting for programs; and
- e. Must have the ability to work well in a multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels.

Functions:

- Provide administrative support to the PLEB Program specifically in planning, budgeting, implementation of activities and coordination with DILG Field Offices and DILG Central Office, other National Government Agencies, Local Government Units and other stakeholders;
- Manage all incoming and outgoing documents relative to PLEB;
- Go on fieldwork or to travel in relation to the performance of the above-mentioned responsibilities. The Department, through the designated fund source, shall cover actual transportation expenses and daily allowance for food and accommodation not to exceed the daily rate of per diem given to regular employees on official travel, and subject to the usual accounting and auditing rules and procedures; and
- Undertake other functions as may be required.

2. Regional Project Officer (1)/SG 18 (Regional Office)

For Regional Project Officer position, the minimum requirements of the position shall be as follows, viz:

- a. Preferably a graduate of Four-year course on Development Studies, Community Organizing or any other related field. A master's degree is a plus.
- b. At least 3 years of solid experience on implementing projects/programs on community development and sustainable development supervision; and

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).



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

- c. Relevant trainings on community organizing, community development, management and coordination.

Other qualifications:

- i. Substantial experience in project management and communications;
- ii. Solid experience in coordination and working with NGAs, CSOs, and other development agencies;
- iii. Substantial and well-grounded knowledge on Federalism is a must;
- iv. With great attention to details;
- v. Results oriented;
- vi. Enthusiastic, motivated, and team oriented;
- vii. With thorough familiarity on word processing, spreadsheet and other computer application;
- viii. With outstanding leadership skills;
- ix. Excellent verbal and writing skills;
- x. Excellent critical and creative thinking and analytical skills; and
- xi. Demonstrate skills on budget and financial management skills.

Functions:

- The Regional Project Officer shall assist the Chief Project Officer in the implementation of federalism campaign projects to ensure the efficient delivery of the PMOs functions at the regional level;
- Assist in supervising and managing all the Project Officers deployed in the Regions and the Province;
- Provide technical assistance on matters related to the implementation of federalism campaign advocacy project;
- Assist in planning, organizing, coordinating and facilitating forum, awareness campaign, IECs, and other activities related to Federalism, in his/her respective area of designation, as directed by the upper management in the Central Office;
- Attend all regional meetings, activities and initiatives on Federalism;

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOST).



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

- Provide technical assistance to DILG Regional Directors and Federalism Focal Person on matters pertinent to Federalism;
- Supervise and guide Local Coordinators deployed in the provinces and/or cities and municipalities of the region where he is located; address their needs and concerns;
- Assist the Coordinators in the drafting of reports pertaining to Federalism activities and initiatives that were implemented;
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel; and
- Do other tasks that may be assigned by project management.

3. Provincial Coordinator (1)/SG 15 (Regional Office)

For Provincial Coordinator position, the minimum requirements of the position shall be as follows, viz:

- a. Preferably a graduate of Four-year course on Development Studies, Political Science, Sociology or any other related field. A master's degree is a plus.
- b. At least 2 years of solid experience on implementing development projects/programs and community and activity organizing; and
- c. Relevant trainings on community organizing, community development work management, and coordination.

Other qualifications:

- i. Substantial experience in project management and communications;
- ii. Solid experience in coordination and working with NGAs, CSOs, and other development agencies;
- iii. Substantial and well-grounded knowledge on Federalism is a must;
- iv. With great attention to details;
- v. Results oriented;
- vi. Enthusiastic, motivated, and team oriented;

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).



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

- vii. With thorough familiarity on word processing, spreadsheet and other computer application;
- viii. With outstanding leadership skills;
- ix. Excellent verbal and writing skills;
- x. Excellent critical and creative thinking and analytical skills;
- xi. Demonstrate skills on budget and financial management skills; and
- xii. Can work flexibly.

Functions:

- The Provincial Coordinator shall assist the Regional Project Officer and the Chief Project Officer in the implementation of federalism campaign projects to ensure the efficient delivery of the PMOs functions at the provincial level;
- Coordinate and organize Federalism activities an volunteer groups at the provincial level Provide technical assistance on matters related to the implementation of federalism campaign advocacy project in the province down to the municipalities;
- Coordinate and plan the implementation of Federalism activities at the Municipal level with the Local Chief Executives and various CSOs operating in his/her area of responsibility;
- Assist in planning, organizing, coordinating and facilitating forum, awareness campaign, IECs, and other activities related to Federalism, in his/her respective area of designation, as directed by the upper management in the Central Office;
- Attend all regional meetings, activities and initiatives on Federalism;
- Provide technical assistance to DILG Regional Directors and Federalism Focal Person on matters pertinent to Federalism;
- Supervise and guide Local Coordinators deployed in the provinces and/or cities and municipalities of the region where he is located; address their needs and concerns;
- Assist the Coordinators in the drafting of reports pertaining to Federalism activities and initiatives that were implemented;

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).



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

- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel; and
- Do other tasks that may be assigned by project management.

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 **March 16, 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

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).