

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII in the CSC website:

MARK L. BIESCAS
HRMO

Date: **November 03, 2023**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Local Government Operations Officer V	OSEC-DILGB- LGOO5-766-1998	20	Php57,347.00	Bachelor's Degree	Completion of Training course for LGOOs	2 years relevant experience	Career Service (Professional) Second Level	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. LEADERSHIP COMPETENCIES: 1) DEVELOPING AND INSPIRING OTHERS; PLANNING WORK AND MANAGING TEAMS; PROBLEM SOLVING AND DECISION MAKING. FUNCTIONAL COMPETENCIES: 1) EFFECTIVE COMMUNICATION; 2) INFLUENCE; 3) MANAGING KNOWLEDGE AND INFORMATION; 4) POLICY RESEARCH AND ANALYSIS; 5) PROGRAM DEVELOPMENT AND MANAGEMENT; 6) RELATIONSHIP-BUILDING; 7) TECHNICAL PROFICIENCY DILG Pre-Qualifying Exam Technical Passer	Provincial Office
2	Local Government Operations Officer V	OSEC-DILGB- LGOO5-815-1998	20	Php57,347.00	Bachelor's Degree	Completion of Training course for LGOOs	2 years relevant experience	Career Service (Professional) Second Level	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. LEADERSHIP COMPETENCIES: 1) DEVELOPING AND INSPIRING OTHERS; PLANNING WORK AND MANAGING TEAMS; PROBLEM SOLVING AND DECISION MAKING. FUNCTIONAL COMPETENCIES: 1) EFFECTIVE COMMUNICATION; 2) INFLUENCE; 3) MANAGING KNOWLEDGE AND INFORMATION; 4) POLICY RESEARCH AND ANALYSIS; 5) PROGRAM DEVELOPMENT AND MANAGEMENT; 6) RELATIONSHIP-BUILDING; 7) TECHNICAL PROFICIENCY DILG Pre-Qualifying Exam Technical Passer	Regional Office

3	Local Government Operations Officer III	OSEC-DILGB-LGOO3-59-1998	15	Php36,619.00	Bachelor's Degree	80 hours of training in Local Governance Operations and Planning, Strategic Thinking and Community Development	1 year of relevant experience	Career Service (Professional) Second Level	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. LEADERSHIP COMPETENCIES: 1) DEVELOPING AND INSPIRING OTHERS; PLANNING WORK AND MANAGING TEAMS; PROBLEM SOLVING AND DECISION MAKING. FUNCTIONAL COMPETENCIES: 1) EFFECTIVE COMMUNICATION; 2) INFLUENCE; 3) MANAGING KNOWLEDGE AND INFORMATION; 4) POLICY RESEARCH AND ANALYSIS; 5) PROGRAM DEVELOPMENT AND MANAGEMENT; 6) RELATIONSHIP-BUILDING; 7) TECHNICAL PROFICIENCY DILG Pre-Qualifying Exam Technical Passer	Provincial Office
4	Local Government Operations Officer II	OSEC-DILGB-LGOO2-877-1998	13	31,320.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. LEADERSHIP COMPETENCIES: 1) DEVELOPING AND INSPIRING OTHERS; PLANNING WORK AND MANAGING TEAMS; PROBLEM SOLVING AND DECISION MAKING. FUNCTIONAL COMPETENCIES: 1) EFFECTIVE COMMUNICATION; 2) INFLUENCE; 3) MANAGING KNOWLEDGE AND INFORMATION; 4) POLICY RESEARCH AND ANALYSIS; 5) PROGRAM DEVELOPMENT AND MANAGEMENT; 6) RELATIONSHIP-BUILDING; 7) TECHNICAL PROFICIENCY DILG Pre-Qualifying Exam Technical Passer	Provincial Office
5	Local Government Operations Officer II	OSEC-DILGB-LGOO2-925-1998	13	31,320.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. LEADERSHIP COMPETENCIES: 1) DEVELOPING AND INSPIRING OTHERS; PLANNING WORK AND MANAGING TEAMS; PROBLEM SOLVING AND DECISION MAKING. FUNCTIONAL COMPETENCIES: 1) EFFECTIVE COMMUNICATION; 2) INFLUENCE; 3) MANAGING KNOWLEDGE AND INFORMATION; 4) POLICY RESEARCH AND ANALYSIS; 5) PROGRAM DEVELOPMENT AND MANAGEMENT; 6) RELATIONSHIP-BUILDING; 7) TECHNICAL PROFICIENCY DILG Pre-Qualifying Exam Technical Passer	Provincial Office

6	Local Government Operations Officer II	OSEC-DILGB-LGOO2-941-1998	13	31,320.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. LEADERSHIP COMPETENCIES: 1) DEVELOPING AND INSPIRING OTHERS; PLANNING WORK AND MANAGING TEAMS; PROBLEM SOLVING AND DECISION MAKING. FUNCTIONAL COMPETENCIES: 1) EFFECTIVE COMMUNICATION; 2) INFLUENCE; 3) MANAGING KNOWLEDGE AND INFORMATION; 4) POLICY RESEARCH AND ANALYSIS; 5) PROGRAM DEVELOPMENT AND MANAGEMENT; 6) RELATIONSHIP-BUILDING; 7) TECHNICAL PROFICIENCY DILG Pre-Qualifying Exam Technical Passer	Provincial Office
7	Administrative Officer V (GSS Officer)	OSEC-DILGB-ADOF5-88-2005	18	Php46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. LEADERSHIP COMPETENCIES: 1) DEVELOPING AND INSPIRING OTHERS; PLANNING WORK AND MANAGING TEAMS; PROBLEM SOLVING AND DECISION MAKING. FUNCTIONAL COMPETENCIES: 1) EFFECTIVE COMMUNICATION; 2) INFLUENCE; 3) MANAGING KNOWLEDGE AND INFORMATION; 4) POLICY RESEARCH AND ANALYSIS; 5) PROGRAM DEVELOPMENT AND MANAGEMENT; 6) RELATIONSHIP-BUILDING; 7) TECHNICAL PROFICIENCY DILG Pre-Qualifying Exam Technical Passer	Regional Office
8	Administrative Officer V (HRMO III)	OSEC-DILGB-ADOF5-90-2005	18	Php46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. LEADERSHIP COMPETENCIES: 1) DEVELOPING AND INSPIRING OTHERS; PLANNING WORK AND MANAGING TEAMS; PROBLEM SOLVING AND DECISION MAKING. FUNCTIONAL COMPETENCIES: 1) EFFECTIVE COMMUNICATION; 2) INFLUENCE; 3) MANAGING KNOWLEDGE AND INFORMATION; 4) POLICY RESEARCH AND ANALYSIS; 5) PROGRAM DEVELOPMENT AND MANAGEMENT; 6) RELATIONSHIP-BUILDING; 7) TECHNICAL PROFICIENCY DILG Pre-Qualifying Exam Technical Passer	Regional Office

9	Administrative Officer IV (Budget Officer II)	OSEC-DILGB-ADOF4-104-2005	15	Php36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. LEADERSHIP COMPETENCIES: 1) DEVELOPING AND INSPIRING OTHERS; PLANNING WORK AND MANAGING TEAMS; PROBLEM SOLVING AND DECISION MAKING. FUNCTIONAL COMPETENCIES: 1) EFFECTIVE COMMUNICATION; 2) INFLUENCE; 3) MANAGING KNOWLEDGE AND INFORMATION; 4) POLICY RESEARCH AND ANALYSIS; 5) PROGRAM DEVELOPMENT AND MANAGEMENT; 6) RELATIONSHIP-BUILDING; 7) TECHNICAL PROFICIENCY DILG Pre-Qualifying Exam Technical Passer	Regional Office
10	Administrative Assistant II (Accounting Clerk III)	OSEC-DILGB-ADAS2-338-2005	8	Php19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Eligibility (Subprofessional) First Level	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. FUNCTIONAL COMPETENCIES: 1)PROCESS ORIENTATION; 2) INFORMATION / DATA / RECORDS MANAGEMENT; 3) ADMINISTRATIVE / SUPPORT SERVICE PROFICIENCY; 4) COLLABORATION / WORKING WITH OTHERS; DILG Pre-Qualifying Exam Administrative Passer	Provincial Office
11	Administrative Assistant II (Accounting Clerk III)	OSEC-DILGB-ADAS2-336-2005	8	Php19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Eligibility (Subprofessional) First Level	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. FUNCTIONAL COMPETENCIES: 1)PROCESS ORIENTATION; 2) INFORMATION / DATA / RECORDS MANAGEMENT; 3) ADMINISTRATIVE / SUPPORT SERVICE PROFICIENCY; 4) COLLABORATION / WORKING WITH OTHERS; DILG Pre-Qualifying Exam Administrative Passer	Provincial Office

12	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-268-2005	4	Php15,586.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. FUNCTIONAL COMPETENCIES: 1)PROCESS ORIENTATION; 2) INFORMATION / DATA / RECORDS MANAGEMENT; 3) ADMINISTRATIVE / SUPPORT SERVICE PROFICIENCY; 4) COLLABORATION / WORKING WITH OTHERS; DILG Pre-Qualifying Exam Administrative Passer	Provincial Office
13	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-273-2005	4	Php15,586.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. FUNCTIONAL COMPETENCIES: 1)PROCESS ORIENTATION; 2) INFORMATION / DATA / RECORDS MANAGEMENT; 3) ADMINISTRATIVE / SUPPORT SERVICE PROFICIENCY; 4) COLLABORATION / WORKING WITH OTHERS; DILG Pre-Qualifying Exam Administrative Passer	Regional Office
14	Administrative Aide IV (Mechanic I)	OSEC-DILGB-ADA4-274-2005	4	Php15,586.00	High School Graduate or completion of relevant vocational/trade course	None required	None required	Mechanic (MC 20, s. 2013-Cat. II)	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. FUNCTIONAL COMPETENCIES: 1)PROCESS ORIENTATION; 2) INFORMATION / DATA / RECORDS MANAGEMENT; 3) ADMINISTRATIVE / SUPPORT SERVICE PROFICIENCY; 4) COLLABORATION / WORKING WITH OTHERS; DILG Pre-Qualifying Exam Administrative Passer	Provincial Office


15	Administrative Aide IV (Driver II)	OSEC-DILGB-ADA4-105-2010	4	Php15,586.00	Elementary School Graduate	None required	None required	Driver's License (MC 10, s. 2013-Cat. IV)	CORE COMPTENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. FUNCTIONAL COMPETENCIES: 1)PROCESS ORIENTATION; 2) INFORMATION / DATA / RECORDS MANAGEMENT; 3) ADMINISTRATIVE / SUPPORT SERVICE PROFICIENCY; 4) COLLABORATION / WORKING WITH OTHERS; DILG Pre-Qualifying Exam Administrative Passer	Regional Office
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This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. In compliance to DILG XII Regional Memorandum No. 2022-10 Section 4, Preference for Non-Smoker Applicants. Non-smoker applicants may be given preference in the hiring of plantilla and non-plantilla personnel. Provided, however, that if a smoker is hired, she/he shall undergo counseling and/or other appropriate interventions with the partner CHU/IPHO/DOH.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **November 15, 2023.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send their application thru bit.ly/DILGDoseApplicants and shall be addressed to:


JOSEPHINE CABRIDO-LEYSA, CESO III
 Regional Director
 Prime Regional Center, Brgy. Carpenter Hill,
mail@region12.dilg.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.