

**Republic of the Philippines**  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT XII**  
**Announcement of Vacant Positions**

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

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 VII	OSEC-DILGB-LGOO7-1476-2017	24	73,299.00	Masteral Degree	Completion of training course for LGOOs	4 years in position/s involving management and supervision	Career Service (Professional) Second Level Eligibility	CORE COMPETENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. 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 – Local Governance Operations; Pre-Qualifying Exam Technical Passer	Provincial Office
2	Local Government Operations Officer VI	OSEC-DILGB-LGOO6-270-2010	22	58,717.00	Bachelor's Degree	Completion of training course for LGOOs	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	CORE COMPETENCIES: 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 – Local Governance Operations; Pre-Qualifying Exam Technical Passer	Provincial Office
3	Administrative Officer V(HRMO III)	OSEC-DILGB-ADOF5-90-2005	18	38,085.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	CORE COMPETENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. 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 – Local Governance Operations; Pre-Qualifying Exam Technical Passer	Regional Office

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4	Local Government Operations Officer III	OSEC-DILGB- LGOO3-65-1998	15	29,010.00	Bachelor's Degree	Completion of training course for LGOOs	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	CORE COMPETENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. 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 – Local Governance Operations; Pre- Qualifying Exam Technical Passer	Provincial Office
5	Local Government Operations Officer II	OSEC-DILGB- LGOO2-935-1998	13	24,224.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	CORE COMPETENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. 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 – Local Governance Operations; Pre- Qualifying Exam Technical Passer	Provincial Office
6	Local Government Operations Officer II	OSEC-DILGB- LGOO2-911-1998	13	24,224.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	CORE COMPETENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. 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 – Local Governance Operations; Pre- Qualifying Exam Technical Passer	Provincial Office
7	Local Government Operations Officer II	OSEC-DILGB- LGOO2-925-1998	13	24,224.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	CORE COMPETENCIES: 1) COMMITMENT TO ETHICAL SERVICE AND GOOD GOVERNANCE; 2) CUSTOMER-FOCUS; 3) ENSURING EXCELLENT RESULTS; 4) ORGANIZATIONAL SENSITIVITY. 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 – Local Governance Operations; Pre- Qualifying Exam Technical Passer	Provincial Office

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8	Administrative Aide IV (Clerk II)	OSEC-DILGB-ADA4-104-2010	4	12,674.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	CORE COMPETENCIES: 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; Pre-Qualifying Exam Administrative Passer	Regional Office
9	Administrative Aide VI (Clerk III)	OSEC-DILGB-ADA6-265-2005	6	14,340.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	CORE COMPETENCIES: 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; Pre-Qualifying Exam Administrative Passer	Regional Office

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 **January 21, 2019**.

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](http://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 address their application to:

JOSEPHINE C. LEYSA, CESO V

Regional Director

DILG 12, Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City

[dilg\\_ro12@yahoo.com](mailto:dilg_ro12@yahoo.com)

For information and widest dissemination.

  
LAILYN A. ORTIZ, CESE

Assistant Regional Director

Chairperson, RSPB

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**