



MEMORANDUM

DILG-CAR
 Record Section
RELEASED
 No. _____
 Date 8 JUL 2016
 By [Signature]

TO : ALL PDs/CD/DCs

FROM : ASSISTANT REGIONAL DIRECTOR

SUBJECT : POSTING OF NOTICE OF ANTICIPATED VACANCY AND SUBMISSION OF APPLICATION THERETO

DATE : 8 July 2016

Attached herewith is the **NOTICE OF ANTICIPATED VACANCY** for your information, dissemination and **immediate posting to your respective information/bulletin boards.**

Interested applicants may submit their letter of intent inclusive of the following requirements, addressed to the Regional Director attention RPSPB Secretariat, **NLT July 18, 2016**, to wit:

- *Updated PDS;*
- *Certification of Rating (Numerical) for the last two (2) rating periods in the present position or last two (2) rating periods prior to attendance to scholarship grants for those who went on scholarship longer than six (6) months (pursuant to Rule V item #s 15-16 of DILG Circular 2014-01 dated Feb 4, 2014 re: Enhanced DILG-MSPP);*
- *List of Outstanding Accomplishments with the corresponding photocopy of Awards/Citations/Commendations received within the past twelve (12) months;*
- *List of Trainings attended for the past five (5) years (with photocopies of Certificates of Attendance/Participation). Trainings/Seminars must be relevant to the duties of the position to be filled;*
- *Photocopy of Duly Confirmed Designation Orders in an acting or officer-in-charge (OIC) capacity to the position being filled; and*
- *Photocopy of Certificate of Grades for applicants with Masteral/Doctorate units earned or photocopy of TOR for those who have already completed a Masteral/Doctorate degree.*

Applicants must ensure that all the **ABOVE-STATED DOCUMENTS ARE COMPLETE** before submitting the same.

Moreover, applications emanating from the regional/field office/s shall be endorsed by their respective PDs/CD/DCs concerned.

It is understood that all qualified next-in-rank to the vacant positions who shall not apply shall be deemed to have waived their interest to be included in the assessment.

For compliance.


JONATHAN PAUL M. LEUSEN, JR.
 Assistant Regional Director &
 Chairman, RPSPB





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Cordillera Administrative Region, Baguio City

NOTICE OF ANTICIPATED VACANCY

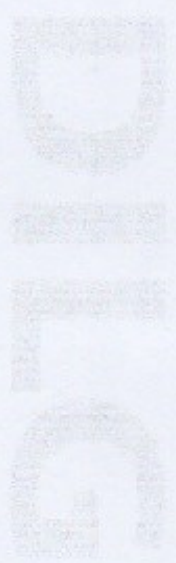
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LOCATION	POSITION	SG	ITEM	QUALIFICATION STANDARDS			REMARKS
				EDUCATION	EXPERIENCE	TRAINING	
DILG-CAR,	Local Government Operations Officer VI (LG00 VI)	22	OSEC-DILGB-LG006__-1998	Bachelor's Degree	3 years of relevant experience	Completion of training course for LG00s	To be assigned anywhere in CAR

Contact Persons : **ARD JONATHAN PAUL M. LEUSEN, JR.**
Chairman, RPSPB

AO V NORMAN I. BARNACHEA
HR, Section

Office address : DILG-CAR, Barangay Center, Baguio City
Telephone # : 442-5372



Approved by:

[Signature]
ENGR. MARLO L. TRINGAN, CEO V
Regional Director

Date of Publication: July 8, 2016

[Signature]
CARLOTA A. PAULY
Senior Personnel Specialist