



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Cordillera Administrative Region, Baguio City

NOTICE OF VACANT POSITIONS

RECEIVED
DATE: FEB 05 2016

SERVICE COMMISSION
BAGUIO FIELD OFFICE
BAGUIO CITY

LOCATION	POSITION	SG	ITEM	QUALIFICATION STANDARDS			REMARKS
				EDUCATION	EXPERIENCE	TRAINING	
DILG-CAR, Regional Office	Local Government Operations Officer VII (LG00 VII)	24	OSEC-DILGB- LG007-37-1998	Masteral Degree	4 years in position/s involving management and supervision	Completion of training course for LG00s	CS Professional/ 2 nd Level Eligibility
DILG-CAR, Abra	Local Government Operations Officer VI (LG00 VI)	22	OSEC-DILGB- LG006-273-2010	Bachelor's Degree	3 years of relevant experience	Completion of training course for LG00s	CS Professional/ 2 nd Level Eligibility
DILG-CAR, Regional Office	Local Government Operations Officer IV (LG00 IV)	18	OSEC-DILGB- LG004-167-1998	Bachelor's Degree	2 years of relevant experience	Completion of training course for LG00s	CS Professional/ 2 nd Level Eligibility
DILG-CAR, Tubuk City	Local Government Operations Officer III (LG00 III)	15	OSEC-DILGB- LG003-241-2010	Bachelor's Degree	1 year of relevant experience	Completion of training course for LG00s	CS Professional/ 2 nd Level Eligibility

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

AO V NORMAN I. BARNACHEA
HR, Section

Office address : DILG-CAR, Barangay Center, Baguio City
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Noted by:

John M. Castañeda
JOHN M. CASTAÑEDA, CESO III
Regional Director

Date of Publication: **FEB 08 2016**

* Still vacant: submission of application is extended.



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



MEMORANDUM

TO : ALL PDs/CD/DCs

FROM : ASSISTANT REGIONAL DIRECTOR

SUBJECT : POSTING OF NOTICE OF VACANT POSITIONS AND SUBMISSION OF APPLICATION THERETO

DATE : 10 February 2016

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

Interested applicants shall address their letter of intent to the RD inclusive of the following requirements and shall transmit/submit to where the vacancy/ies is/are located, **NLT February 23, 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-MSP);*
- *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. Submission of additional documents shall not be accepted once an application was already stamped-received at the Regional/Provincial/City Receiving Unit.

Moreover, applications emanating from the regional/field office/s shall be endorsed by their respective PDs/CD/DCs concerned. Consequently, the P/CPSPB concerned shall pre-assess their applicants and submit initial **Comparative Assessment together with all their application documents to the RPSPB NLT February 29, 2016.**

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