



**MEMORANDUM**

TO : **ALL PDs/CD/DCs**

FROM : **ASSISTANT REGIONAL DIRECTOR**

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

DATE : **27 June 2016**



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

Interested applicants may submit their letter of intent addressed to the RD inclusive of the following requirements and transmit/submit to where the vacancy/ies is/are located, **NLT July 5, 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 Duty 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. Consequently, the P/CPSPB concerned shall pre-assess their applicants and submit initial **Comparative Assessment** together with all their application documents and background investigation report (for the LGOO II applicants) to the RPSPB NLT July 15, 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*



## **NOTICE TO APPLICANTS**

Interested applicants for the LGOO II position shall address their letter of intent to the Regional Director and shall submit with the following requirements to the province where the vacancy is, ***not later than July 5, 2016:***

**Requirements for non-DILG applicants:**

1. Application Letter indicating the position and location applying for
2. Pre-Qualifying Exams (PQE) results
3. Personal Data Sheet (CSC Form 212) with picture
4. Photocopy of the following:
  - a. Transcript of Records and/or Certification of Grades with Masteral/Doctoral units earned
  - b. Diploma
  - c. Photocopy of Certificate of Eligibility/Board Rating/License
  - d. Photocopy of Certificate/s of Training Attended/Participated relevant to the position being applied
  - e. Non-academic Awards received within the past 12 months
  - f. Certificate of Employment *(if any)*
  - g. Performance Rating for the last two rating periods *(if applicable)*

***Provincial Office Addresses:***

**DILG-Kalinga**  
Bulanao, Tabuk City  
Kalinga

**DILG-Mt. Province**  
Upper Caluttit, Bontoc,  
Mt. Province





# DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Cordillera Administrative Region, Baguio City

## NOTICE OF VACANT POSITIONS


LOCATION	POSITION	SG	ITEM	QUALIFICATION STANDARDS			REMARKS
				EDUCATION	EXPERIENCE	TRAINING	
DILG-CAR, Benguet	Local Government Operations Officer V (LG00 V)	20	OSEC-DILGB-LG005-933-1998	Bachelor's Degree	2 years of relevant experience	Completion of training course for LG00s	CS Professional/ 2 <sup>nd</sup> Level Eligibility
DILG-CAR, Provincial Office	Local Government Operations Officer II (LG00 II)	13	OSEC-DILGB-LG002-28-1998	Bachelor's Degree	None required	None required	CS Professional/ 2 <sup>nd</sup> Level Eligibility
DILG-CAR, Kalinga	Local Government Operations Officer II (LG00 II)	13	OSEC-DILGB-LG002-32-1998	Bachelor's Degree	None required	None required	CS Professional/ 2 <sup>nd</sup> Level Eligibility
DILG-CAR, Regional Office	Planning Officer III (PLO III)	18	OSEC-DILGB-PLO3-93-2010	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional/ 2 <sup>nd</sup> Level Eligibility

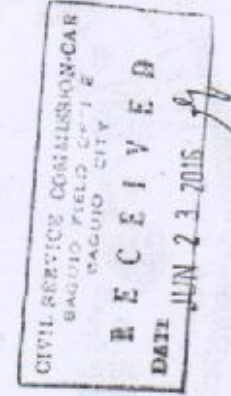
Contact Persons : ARD JONATHAN PAUL M. LEUSEN, JR.  
Chairman, RPSPB

AO V NORMAN I. BARNACHEA  
HR, Section

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

Approved by:

  
ENGR. MARLO LIRANGAN, CESO V  
Regional Director



DATE OF PUBLICATION:

June 24, 2016



# DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Cordillera Administrative Region, Baguio City

## NOTICE OF ANTICIPATED VACANCY

LOCATION	POSITION	SG	ITEM	QUALIFICATION STANDARDS			REMARKS
				EDUCATION	EXPERIENCE	TRAINING	
DILG-CAR, Abra	Local Government Operations Officer V (LG00 V)	20	OSEC-DILGB-LG005-____-1998	Bachelor's Degree	2 years of relevant experience	Completion of training course for LG00s	CS Professional/ 2 <sup>nd</sup> Level Eligibility



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

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Approved by:

*[Signature]*  
ENGR. MARLO L. IRINGAN, CESO V  
Regional Director

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