



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 Cordillera Administrative Region

MEMORANDUM

DEPT. OF THE INTERIOR AND LOCAL GOVERNMENT
 RECORDS SECTION
RELEASED
 DISPATCHER EMAIL FAX WALK-IN/DOOR BILL
 DATE & TIME: 27 OCT 2017 12:32 PM
 BY: [Signature]

FOR : ALL PDs/CD/DCs

FROM : *[Signature]*
CAO SHIRLEY EVANGELINE V. MON
Chief, Finance & Administrative Division

SUBJECT : **POSTING OF NOTICE OF VACANT POSITION/S AND SUBMISSION OF APPLICATION THERETO**

DATE : 27 October 2017

Attached is the **NOTICE VACANT POSITIONS** 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 **November 10, 2017**, 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
- 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 being 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

ORD - mail 10/27/17

FAD-HR
 NR/COG

EMED - [Signature] 10/27/17

"Matino, Mahusay at Maaasahan"

LGCOO Kaly 10/27/17

29 Oct 2017 2:25 PM

FAD - [Signature] 10/27/17



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Cordillera Administrative Region, Baguio City

NOTICE OF VACANT POSITION/S

CIVIL SERVICE COMMISSION-CAR
 BAGUIO FIELD OFFICE
 CITY
 DATE OCT 28 2017

| LOCATION | POSITION | S G | ITEM | QUALIFICATION STANDARDS | | | REMARKS |
|-----------------------------------|---|--------|------------------------------|--|----------------------------------|---------------------------------|--|
| | | | | EDUCATION | EXPERIENCE | TRAINING | |
| DILG-CAR, Provincial Office | Administrative Assistant II (Accounting Clerk III) | 8 | OSEC-DILGB- ADAS2-67-2005 | Completion of two (2) year's studies in college | 1 year of relevant experience | 4 hours of relevant training | CS Subprofessional/ 1 st Level Eligibility Area of Assignment: Regional Office |

Contact Persons :
 CAO SHIRLEY EVANGELINE V. MON
 Chief, Finance & Administrative Division

AO V NORMAN I. BARNACHEA
 HR, Section, FAD

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

Approved by:

ENGR. MARLOD IRINGAN, CESO V
 Regional Director

Date of Publication: OCT 27 2017



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Cordillera Administrative Region

APPLICATION REQUIREMENTS

Non DILG applicant/s shall submit the following application requirements to the CAR Regional Office *not later than November 10, 2017* addressed to:

ENGR. MARLO L. IRINGAN, CESO V

Regional Director

DILG-CAR

Barangay Center, Upper Session Rd., cor. North Drive
Baguio City

Attention: RPSPB Secretariat

1. Application Letter indicating the position applying for
2. Personal Data Sheet (CSC Form 212) with picture
3. PQE Result (*if already taken*)
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*)