



BAGONG PILIPINAS

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DAVAO REGIONAL OFFICE
58 McArthur Highway, Matina Crossing, Davao City
<http://www.region11.dilg.gov.ph>

NOTICE OF VACANCY (NOV) NOV No.: 01-2025

DATE POSTED: JANUARY 27, 2025
DEADLINE OF SUBMISSION: FEBRUARY 7, 2025

Interested and qualified applicants shall signify their interest in writing. Submit the following documents on or before the deadline of submission:

1. Application Letter
2. Updated Personal Data Sheet (<https://bit.ly/CSForm212rev2017>)
Affix signature on each page and attach a photo and thumbmark on the last page
3. Work Experience Sheet (if applicable) <https://bit.ly/CSForm212rev2017>
4. Performance rating in the last rating period (if applicable)
5. Photocopy of certificate of eligibility/rating/license
6. Photocopy of Scholastic Records (Transcript of Records and Diploma)
7. Photocopy of Certificate of LGOO Training Completion (for LGOO VII applicants)
8. Training Certificates (if applicable)

Job application requirements shall be submitted thru this link only: <https://bit.ly/dilg11appform>. No need to submit hard copy of application.

Address application letter to:

ABDULLAH V. MATALAM
Regional Director
Department of the Interior and Local Government XI
58 McArthur Highway, Matina
Davao City

INCOMPLETE and UNCLEAR copies of job application requirements shall NOT be processed. It is essential for these documents to be clear for the initial evaluation of applications.


No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Local Government Operations Officer VII	OSEC-DILGB-LGOO7-1466-2017	24	98,185	Master's Degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility	Level 3 Core, Level 2 Leadership & Level 3 Functional Competencies	Any DILG Field Office within Region 11 (Davao City/Davao del Sur/Davao Occidental/Davao del Norte/Davao Oriental)
2	Administrative Aide VI (Clerk III)	OSEC-DILGB-ADA6-249-2005	6	18,957	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	Level 1 Core and Functional Competencies	Regional Office
3	Administrative Aide VI (Clerk III)	OSEC-DILGB-ADA6-256-2005								

This office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Prepared by:


KRISTEL DIANE C. TADTAD
 Admin. Officer V/HRMO

Approved by:


ABDULLAH V. MATALAM
 Regional Director