



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

ANNOUNCEMENT
(March 15, 2019)

DILG Regional Office No. 02 is in immediate need of the following on **Contract of Service basis** to be assigned at the **Regional Office**, with the following qualifications and responsibilities:

• **One (1) ADMINISTRATIVE AIDE IV- Php 576.10 per day for a maximum of 22 working days in a month.**

- ✓ Male or Female
- ✓ College Graduate
- ✓ Proficient in oral and written communication
- ✓ With good moral character and work attitude

Responsibilities/Task:

- a. Receives, records and encodes official communications and routes the same to concerned operating units within the Regional Office;
- b. Maintains central file of all communication, documents and office supplies received by the office;
- c. Prepares and encodes/types draft of letters, training designs, reports or research data, sorts and complies/maintains current records;
- d. Attends to simple requests/queries of walk-in/phone-in orders;
- e. Consolidates reports for submission;
- f. Provides secretariat services to the conduct of trainings; attends to the safekeeping of assigned office equipment;
- g. Updates and maintains subsidiary ledgers at the FAD-Accounting Section); and
- h. Performs other related tasks as may be assigned by superior from time to time.

Interested applicants may submit/send the following to DILG Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City not later than March 24, 2019 , or email to r2dilg@yahoo.com:



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1. Application Letter
2. Duly accomplished and updated Personal Data Sheet
3. Certificate of Employment from previous employer (if applicable)
4. Photocopy of License (if applicable)
5. Duly authenticated photocopy of Transcript of Records and Diploma

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IVE B. SALUDEZ
OIC-Chief Administrative Officer

Noted:

A handwritten signature in blue ink, appearing to read "Jonathan Paul M. Leusen, Jr.".

JONATHAN PAUL M. LEUSEN, JR., CESO IV
Regional Director