



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 **Provincial Office of Batanes**, with the following qualifications and responsibilities:

- **Two (2) Engineer II- P 1, 443.86 per day for a maximum of 22 working days in a month.**

- ✓ Male or Female
- ✓ Licensed Civil Engineer
- ✓ Willing to undergo field work
- ✓ With at least two (2) years' experience in a project involving road construction supervision for detailed engineering designs preparation and construction supervision for vertical and horizontal infrastructures, preferably from private firms.
- ✓ With knowledge on the Procurement Law (RA 9184 and its IRR). Experience on the procurement of government projects and in the review of the administration and construction contracts would be an asset.
- ✓ Preferably with skills on hydraulic softwares such as AutoCAD, WaterCAD, or any Excel programs.
- ✓ Knowledgeable in the Program of Works (POW) and items of work of both horizontal structure on roads and bridges, and vertical structures on buildings, evaluation centers, etc.
- ✓ Must have good writing skills and verbal communication skills in local dialects of the Region.

Responsibilities/Task:

- Monitors the LGUs' compliance with the Projects/ Programs Implementing Guidelines in the provinces of assigned area;
- Monitors the regular updating of project status and information of OPDS locally-funded projects in the provinces of assigned area in the SubayBayan, making sure that the targets are met in the assigned area;



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- Provides assistance to LGUs in the AM programming for succeeding years' funding in the provinces of assigned area;
- Assesses and evaluates project status and provide interventions as necessary and/or appropriate actions per Projects/Programs Monitoring Guidelines;
- Supports the activities of the technical team in the regional office under the Project Development Management Unit (PDMU);
- Provides Technical Assistance (mentoring, coaching) to the LGUs in his/her coverage area, as necessary;
- Conducts regular project site visit in his/her respective assigned areas;
- As necessary, provides technical assistance in the review of Program of Works and Detailed Engineering Design including the drawing plans, technical specifications, cost estimates, and include revisions for economy and efficiency of the design;
- As necessary, attends monthly coordination meetings to ensure that project updates are discussed and issues are resolved;
- Prepares schedule of visits to the LGUs and ensure coordination and supervisory support to the visits to the project sites; o Prepares Back-to-Office Report (BTOR) every travel;
- Prepares Monthly Travel Plan as necessary;
- Reviews the Program of Works, DEDs, and other related documents submitted by the LGUs;
- Gathers technical baseline data of subprojects from I-GUS, as required;
- Provides assistance during the conduct of assessment of functionality of WATSAN Council;



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- Assesses or conducts profiling of I-GU-Managed Water Supply System;
- Attends all activities related to Monitoring & Evaluation; and
- Undertakes other management functions as may be required.

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:

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

A handwritten signature in blue ink, appearing to read 'IVE B. SALUDEZ', is written above the printed name.

IVE B. SALUDEZ
OIC-Chief Administrative Officer

Noted:

A handwritten signature in blue ink, appearing to read 'JONATHAN PAUL M. LEUSEN, JR.', is written above the printed name.

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