



## **ANNOUNCEMENT**

(June 06, 2019)

DILG Region 02 is in immediate need of the following employees under Contract of Service basis to be assigned at the Regional Office, with the following qualifications and responsibilities:

**1. One (1) Administrative Aide IV (ADA IV) – Php 576.10 per day for a maximum of 22 working days in a month.**

- Education:
  - Must be a Bachelor Degree Holder;
- Training:
  - None required;
- Experience:
  - None required;
- Eligibility:
  - None required;
- Brief Description of the General Function of the Position:
  - The Administrative Aide IV (ADA IV) shall provide administrative support services to the Personnel Section;
  - Provides clerical and secretariat services;
- Roles and Functions:
  - Receives, records and encodes official communications;
  - Releases official correspondences and documents within the Section;
  - Prepares and encodes/types draft of letters, training designs, reports or research data, sorts and compiles/maintains current records;
  - Prepares Contracts of Contract of Service personnel of the Regional Office and Provincial Offices;
  - In-charge with matters relative to Contract of Service personnel;
  - Attends to simple requests/queries of walk-in/phone clients;
  - Consolidates reports for submission;
  - Provides secretariat services to the conduct of meetings/trainings;
  - Attend to the safekeeping of assigned office equipment and documents;
  - Performs other related task as maybe assigned by superior from time to time;

**2. One (1) Administrative Aide I (ADA I) - Php 477.73 per day for a maximum of 22 working days in a month.**

- Male
- At least High School Graduate
- Not more than 35 years old
- Belongs to below average family

- With experience in gardening
- With good work attitude
- Preferably resident of the place of work

Roles and Functions:

- Performs manual tasks in landscape gardening or routine cleaning and maintenance work;
- Waters and weeds lawns, trims hedges, plants flowering, ornamental herbs, fertilizes and cultivates them;
- Disposes trash properly;
- Ensures cleanliness and orderliness of the Regional Office storeroom and garage;
- Ensure cleanliness of the surroundings including the grounds within the perimeter of the Regional Office;
- Runs errands as per instructions/directives of the Regional Director; and
- Performs other related task as maybe assigned by superior from time to time;

Submit/send application letter and pertinent documents (i.e. Application Letter, Personal Data Sheet, Diploma, Transcript of Records) to [r2dilg@yahoo.com](mailto:r2dilg@yahoo.com) or to DILG Regional Office 02, Regional Government Center, Tuguegarao City not later than June 16, 2019.



**IVE B. SALUDEZ**

SAO/OIC-Chief Administrative Officer



Noted:



**JONATHAN PAUL M. LEUSEN, JR., CESO III**

Regional Director