



ANNOUNCEMENT
(September 23, 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** and **Provincial Office**, with the following qualifications and responsibilities:

• **One (1) MECHANIC/TECHNICIAN III- Php 20, 754.00/month based on 22 working days.**

- ✓ Male or Female
- ✓ High school graduate or Completion of relevant vocational/trade course
- ✓ 2 years of relevant experience
- ✓ 8 hours of relevant training
- ✓ Mechanic (MC II, s. 96 – Cat I)

Responsibilities/Task:

- a. Monitor Locally Funded Projects (LFPs) specifically evacuation centers.
- b. Repair and maintain machinery
- c. Devise preventive measures to avoid machine downtime
- d. Troubleshoot Electrical Controls
- e. Keeps meticulous records of machine service history
- f. Analyze machine test result and make adjustments to meet agency specifications
- g. Read blueprints or technical diagrams
- h. Install and maintain wiring, control, and lighting systems
- i. Inspect electrical components such as transformers and circuit breakers
- j. Identify electrical problems with variety of testing devices
- k. Does monthly report and other duties as may be assigned by the immediate supervisor.



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

• **One (1) DRIVER - Php 13, 214.00/month based on 22 working days.**

- ✓ Male
- ✓ At least High School Graduate associated with the completion of a relevant vocational/trade course
- ✓ With valid Professional Driver's License
- ✓ At least two (2) years driving experience of light vehicles, within and outside Region 02
- ✓ 25-35 years old
- ✓ With good moral character and work attitude
- ✓ Preferably a holder of TESDA Driving Certificate

Responsibilities/Task:

- a. Serve as Driver stationed at DILG-Regional Office
- b. Conduct a Pre and post travel inspection such as but not limited to the brake. Light, oil, water, battery, air, gas, engine and tires services in keeping his assigned vehicle roadworthy at all times.
- c. Prepare and accomplish the necessary travel documents before departure from the official station
- d. Maintain the cleanliness of the assigned vehicle immediately upon arrival at destination making it readily available for the next use.
- e. Prepare an after-travel report on the condition of the vehicle immediately upon arrival at the Regional Office, and submit the same to the Chief Administrative Officer Thru Chief of the General Service section.
- f. Keep and maintain a Daily Time Record as basis of services rendered and required to report to office subject to the 8hour law like a regular employee.
- g. Does monthly report and other duties as may be assigned by the immediate supervisor.



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Interested applicants may submit/send the following to DILG Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City not later than September 25, 2019 at 12:00 noon 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

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IVE B. SALUDEZ
OIC-Chief Administrative Officer

Noted:

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