



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
(September 27, 2019)

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

•Two (2) DEVELOPMENT MANAGEMENT OFFICER I- Php 16,282.00/ month for a maximum of 22 working days in a month. (PO-NUEVA VIZCAYA)

- ✓ Graduate of a 4-year Bachelor course related to Public Governance;
- ✓ At least 1 year of related experience;
- ✓ Proficient in oral and written communication skills;
- ✓ Knowledgeable in MS Office applications and in preparing Presentations;

Responsibilities/Task:

- Assist the DMO II in the conduct of Capacity Development (CAPDEV) activities in the areas of planning, implementation, monitoring and evaluation for SALINTUBIG and Assistance to Municipalities (AM) – Water Supply Programs;
- Assist the DMO II in acting as Secretariat in all trainings under SALINTUBIG and AM Potable Water Supply Programs;
- Assist the DMO II in facilitating/coordinating/assisting in the conduct of capacity enhancement trainings for LGU and community programs;
- Assist the DMO II in arranging/scheduling meetings, conferences of the Project Development Monitoring Unit (PDMU) on the discussions on the resolution of issues and concerns at the local level;
- Assist the PDMU thru the DMO II in coordinating with other partner agencies (RHUBS) on the implementation of SALINTUBIG, AM and other WATSAN related projects;

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- Assist the DMO II in monitoring status of activities at the Regional and Municipal level;
- Assist the PDMU thru the DMO II in addressing LGU concerns and bring to the attention of the Unit Head those matters that cannot be resolved at the local level;
- Assist the DMO II in providing institutional support to LGUs during project implementation as may be needed;
- Assist the DMO II in the conduct of meetings and other activities under the PDMU;
- Assist the DMO II in providing technical assistance and administrative support to the PDMU; and
- Performs other duties as may be assigned by the immediate supervisor.

Interested applicants may submit/send the following to DILG R2 Provincial Office of Nueva Vizcaya not later than October 7, 2019, or email to nvizcaya.dilgr2@gmail.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