



## **ANNOUNCEMENT**

(October 10, 2019)

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

• **One (1) DRIVER - Php 12, 674.00/month based on 22 working days. Location: Regional Office**

- ✓ 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.



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Regional Office 02  
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- 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.

**• One (1) Engineer II- P 33,584.00/ month based on 22 working days. Location: Batanes/ Isabela.**

- ✓ 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;
- Provides assistance to LGUs in the AM programming for succeeding years' funding in the provinces of assigned area;



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- 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;
- Assesses or conducts profiling of I-GU-Managed Water Supply System;



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- Attends all activities related to Monitoring & Evaluation; and
- Undertakes other management functions as may be required.

**• One (1) Engineer I- P 22, 938.00/ month based on 22 working days. Location: Batanes/ Isabela.**

- ✓ Male or Female
- ✓ Graduate of Civil Engineering and Licensed Civil Engineer
- ✓ Willing to undergo field work;
- ✓ With at least one (1) year 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 at least 16 hours of relevant training;
- ✓ 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 various engineering software including GIS, AutoCAD, STAAD, primavera and Microsoft Project Management; and,
- ✓ Critical and creative thinking and analytical skills;
- ✓ Proficient in Oral and Written Communications, with good moral character, and work attitude, enthusiastic, motivated, team oriented and result-oriented.

**Responsibilities/Task:**

- Provide support services to the Assistance to Disadvantaged Municipalities (ADM) Program or to the Disadvantaged Municipalities (AM) and other Locally Funded Projects (LFPs) like Sagana at Ligtas na Tubig (SALINTUBIG) sa Lahat Program and Local Water Governance Scaling-Up Projects
- Provides assistance to LGUs thru Engr. III/II in the AM programming for succeeding years' funding in the provinces of assigned area;
- Supports the activities of the technical team in the regional office under the Project Development Management Unit (PDMU);



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- Provides Technical Assistance (mentoring, coaching) thru Engr. III/II to the LGUs in his/her coverage area, as necessary;
- Assists Engr. III/II in conducting regular project site visit in his/her respective assigned areas;
- As necessary, provides technical assistance thru Engr. III/II 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;
- Assists Engr. III/II in preparing schedule of visits to the LGUs and ensure coordination and supervisory support to the visits to the project sites; Prepares Back-to-Office Report (BTOR) every travel;
- Assists Engr. III/II in preparing Monthly Travel Plan as necessary;
- Assists Engr. III/II in reviewing the Program of Works, DEDs, and other related documents submitted by the LGUs;
- Assists Engr. III/II in gathering technical baseline data of subprojects from I-GUS, as required;
- Provide assistance thru Engr. III/II during the conduct of assessment of functionality of WATSAN Council;
- Assists Engr. III/II in assessing or conducting profiling of I-GU-Managed Water Supply System;
- Attends all activities related to Monitoring & Evaluation; and
- Undertakes other management functions as may be required.



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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 October 21, 2019 at 12:00 noon or email to [r2dilg@yahoo.com](mailto: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 black ink, appearing to read 'IVE B. SALUDEZ'.

**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 III**  
Regional Director