



## **ANNOUNCEMENT**

(February 11, 2020)

DILG Regional Office No. 02 is in immediate need of a **Contract of Service basis** with the following qualifications and responsibilities as indicated in the attached document:

• **One (1) ADMINISTRATIVE AIDE IV- Php 12,674.00/month based on 22 working days in a month. Location: Regional Office**

- ✓ Male or Female
- ✓ College Graduate
- ✓ Proficient in oral and written communication
- ✓ With good moral character and work attitude

### **Responsibilities/Task:**

- a. Receives, records and encodes official communications and routes the same to concerned operating units within the Regional Office;
- b. Maintains central file of all communication, documents and office supplies received by the office;
- c. Prepares and encodes/types draft of letters, training designs, reports or research data, sorts and complies/maintains current records;
- d. Attends to simple requests/queries of walk-in/phone-in orders;
- e. Consolidates reports for submission;
- f. Provides secretariat services to the conduct of trainings; attends to the safekeeping of assigned office equipment;
- g. Updates and maintains records at the FAD-General Services Section; and
- h. Performs other related tasks as may be assigned by superior from time to time.

Interested applicants may submit the following to FAD-Records Section, DILG Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City not later than February 21, 2020:

1. Application Letter;
2. Duly accomplished and updated Personal Data Sheet;
3. Certificate of Employment from previous employer (if applicable); and
4. Duly authenticated photocopy of Transcript of Records and Diploma.

**LORNA M. DURWIN**  
Chief Administrative Officer

Noted by:

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