



NOTICE OF VACANCY (NOV)

DATE POSTED: SEPTEMBER 10, 2020	DEADLINE OF SUBMISSION: SEPTEMBER 21, 2020
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JOB APPLICATION REQUIREMENT:

- Letter of Intent addressed to the Provincial Director using the attached template;
- Duly accomplished and updated Personal Data Sheet or resume;
- National Bureau of Investigation (NBI) Clearance;
- Drug Test Result

POSITION/NATURE OF APPOINTMENT	NUMBER OF CT	MONTHLY SALARY/ SG	QUALIFICATION STANDARD
CONTACT TRACER CONTRACT OF SERVICE (COS)	1,000	18,874.00 SG-9	<p>EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB (Preferably Allied Medical Course, Criminology)</p> <p>EXPERIENCE: Preferred experience would be any of the following:</p> <ul style="list-style-type: none"> • Must be skilled in data gathering and/or assisted in research and documentation; • Must be able to interview COVID-19 cases and close contacts in order to gather data on travel history and conduct health assessments; • Must possess the ability to advocate public health education messages; and • Have investigative capability. <p>TRAINING: None required ELIGIBILITY: None required</p>

NOTE: Positions are open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion.

Prepared by:

fdy
MARIA LUISA C. DY
 HRMO III

Reviewed by:

[Signature]
JONATHAN PAUL M. LEUSEN, JR., CESO III
 REGIONAL DIRECTOR



Interested applicants may submit application to the following DILG Provincial Offices not later than September 21, 2020:

- **For Cagayan residents:**

- **RUPERTO B. MARIIBBAY, JR., CESO V**

- Provincial Director
DILG-Cagayan
2/F Guesthouse Bldg., Capitol Compound
Tuguegarao City, Cagayan
dilgcagayannorth@yahoo.com

- **For Isabela residents:**

- **ENGR. CORAZON D. TORIBIO, CESO V**

- Provincial Director
DILG - Isabela
Capitol, Alibagu, City of Ilagan
dilg_isabela@yahoo.com

- **For Nueva Vizcaya residents:**

- **ENGR. ELMA M. URBINA, CESE**

- Provincial Director
DILG - Nueva Vizcaya
Dumlao Justice Hall, Capitol Compound
Bayombong, Nueva Vizcaya
nvizcaya.dilgr2@gmail.com

- **For Quirino residents:**

- **SALVACION Z. BACCAY, CESO V**

- Provincial Director
DILG - Quirino
Capitol Hills, San Marcos
Cabbarouis, Quirino
qno_glid@yahoo.com.ph

- **For Batanes residents:**

- **ENGR. MARIA LOIDA M. URMATAM, CESE**

- Provincial Director
DILG - Batanes
Capitol Complex, Basco, Batanes
dilgbatanes2018@gmail.com

(SAMPLE) LETTER OF INTENT

POSITION APPLIED : Contact Tracer
SALARY GRADE : 9
MONTHLY SALARY : 18,784.00

NAME: _____
(Given Name, Middle Name, Surname)

RESIDENCE: _____

CONTACT NO./CELLPHONE NO. _____

EMAIL ADDRESS: _____

CIVIL STATUS:

_____ Married _____ Single _____ Widow/Widower _____ Single Parent

BIRTHDAY: _____ **AGE:** _____
(Month/Day/Year)

BIRTHPLACE: _____

EDUCATION: _____

EXPERIENCE: Please tick the box if applicable:

- Skilled in data gathering and/or assisted in research and documentation
- Able to interview COVID-19 cases and close contacts in order to gather data on travel history and conduct health assessments
- Possess the ability to advocate public health education messages
- Have investigative capability

OTHER INFORMATION: Please tick the box if applicable:

- Contract of Service personnel, whose contracts have not been renewed or have been affected by the budget realignments due to COVID-19.
- Returning Overseas Filipino Worker whose employment had been disrupted.
- Local company worker whose services have been recently terminated.

For more information, please attach an updated accomplished Personal Data Sheet, which can be downloaded at **(SAMPLE LINK)** <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/872-mc-no-11,-s-2017-personal-data-sheet-cs-form-no-212,-revised-2017.html>

(Note: Regional/Provincial Offices may create a link where the applicants can apply online and send the application letter, together with the other requirements or submit their documents via dropbox located at the Provincial/HUC Offices)

(Signature of Applicant over printed name)

(Date accomplished)

Reviewed By:

Provincial/HUC Administrative Officer

Date Reviewed