



**ANNOUNCEMENT**  
(February 23, 2021)

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

• **Two (2) ICT SUPPORT STAFF**

**Salary: Php 15, 000.00/month**

**Location: Regional Office**

- ✓ Male or Female
- ✓ Bachelor's Degree in any of the following: Social Sciences, Information Technology/Computer Science, or other related courses
- ✓ Knowledgeable in ISO 9001:2015 Standard and keen in reviewing ISO documents
- ✓ Effective communication (oral and written) skills, interpersonal skills with the ability to communicate with all levels within the organization
- ✓ Can facilitate training/workshop/meeting/focus group discussion/orientation
- ✓ Knowledge or experience in developing training materials/kit/layouting manuals and IEC materials
- ✓ With analytical and synthesis skills
- ✓ Fully proficient in MS Word, Excel, PowerPoint, Google Drive, and video conferencing applications

**Responsibilities/Task:**

- ✓ Maintain electronic and physical files of all documents related to Quality Management System (QMS);
- ✓ Organize and provide documents, reports and compliances required of Document Control Team (DCT) or Internal Quality Audit (IQA) Team;
- ✓ Plan, arrange, manage and document DCT/IQA Meetings;
- ✓ Assist all QMS process owners in coding and formatting of QMS documents for creation, revision, or deletion and filling out of Document Control Request Forms as needed.;
- ✓ Assist in the conduct of Internal Audits, trainings, workshops or other IQA activities;
- ✓ Provide assistance during the conduct of QMS activities (meetings, workshops and trainings);
- ✓ Provide technical support to hardware and software issues encountered by DILG R2 personnel;
- ✓ Attends to safekeeping of assigned office equipment;
- ✓ Attends to requests/queries of walk-in/phone-in clients; and



- ✓ Performs other related tasks as may be assigned by superior from time to time.
- ✓ Submits Monthly Accomplishment Report.

Interested applicants may submit the following to FAD – Records Section, DILG Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City not later than **March 04, 2021**:

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

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**IVE B. SALUDEZ**  
Chief Administrative Officer

Noted by:

A handwritten signature in blue ink, appearing to read 'Jonathan Paul M. Leusen, Jr.'.

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