



ANNOUNCEMENT

(March 29, 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:

- **One (1) ADMINISTRATIVE ASSISTANT I – Php16,458.00 per month for the period April 16, 2021 to June 30, 2021**

Location: Regional Office 02

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

Responsibilities/Tasks:

- Receives, review and release documents requiring action from the RO;
- Ensure appropriateness/correctness of correspondences, reports and other documents requiring initial/signature of the Regional Director;
- Record incoming and outgoing communications and ensure that all outgoing communications are timely sent and feedbacks from receivers are noted;
- Take charge of the Data Tracking System (DTS) on communications and all related Project documents referred, received and released at the Regional Office;
- Maintain a record and filing system as repository of all pertinent Project documents at the RO both in hard and electronic copy files;
- Assist in the encoding of Project documents and reports (e.g. accomplishment reports, briefers, presentation), as necessary;
- Assist in the maintenance of database and consolidation of relevant reports (e.g. progress reports, status of requests/queries, subproject status), as necessary; and
- Provide administrative support and perform other tasks that may be assigned.



- **One (1) ADMINISTRATIVE AIDE IV – Php13,807.00 per month for the period April 16, 2021 to June 30, 2021**

Location: Regional Office 02

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

Responsibilities/Tasks:

- Receives, records, and encodes official communications and routes communications to other units within the Regional Office;
- Maintains central file of all communication, documents and office supplies received by the office;
- Prepares and encodes/types draft of letters, training designs, reports or research data, sorts and compiles/maintains current records;
- Attends to simple requests/queries of walk-in/phone-in clients;
- Consolidates reports for submission;
- Provides secretariat services to the conduct of trainings;
- Attends to the safekeeping of assigned office equipment; and
- Performs other related tasks as maybe assigned by superior from time to time.

Interested applicants may submit the following to the DILG Regional Office not later than April 07, 2021 or email to r2dilg@yahoo.com:

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

IVE B. SALUDEZ
Chief Administrative Officer

Noted by:

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