



ANNOUNCEMENT
(January 05, 2021)

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:

- **Two (2) ADMINISTRATIVE AIDE IV- Php 12,674.00/month**
Location: Regional Office and PO-Nueva Vizcaya

- ✓ 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; and
- h. Performs other related tasks as may be assigned by superior from time to time.

Interested applicants may submit the following at r2dilg@yahoo.com not later than January 16, 2021:

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.

IVE B. SALUDEZ
Chief Administrative Officer

Noted by:

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