



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
<http://region2.dilg.gov.ph>

ANNOUNCEMENT

(July 12, 2022)

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

- **Two (2) DEVELOPMENT MANAGEMENT OFFICER III –**
Php 43,681.00/month for the period August 01, 2022 to December 31, 2022

Location: Regional Office

Qualifications and Skills:

- ✓ Bachelor's Degree related to Public Governance;
- ✓ At least two (2) years of relevant experience in the government service;
- ✓ Proficient in oral and written communication; and
- ✓ Knowledgeable in MS applications and in preparing presentations.

Responsibilities/Tasks:

- Provide technical assistance and support in the conduct of Capacity Development (CapDev) activities in the areas of planning, implementation, monitoring, and evaluation for Local Government Support Fund (LGSF) projects;
- Act as secretariat in all trainings under LGSF programs and projects;
- Facilitate/Coordinate/Assist in the conduct of capacity enhancement trainings for LGU and community programs;
- Arrange/schedule meetings, conferences of the Project Development Monitoring Unit (PDMU) on the discussions on the resolution of issues and concerns at the local level;
- Assist the PDMU in coordinating with other partner agencies on the implementation of LGSF related projects for Local Government Units (LGUs);

- Monitor status of activities at the Provincial and Municipal level;
- Assist the PDMU in addressing LGU concerns and bring to the attention of the Unit Head those matters that cannot be resolved at the local level;
- Provide institutional support to LGUs during project implementation as may be needed;
- Assist in the conduct of meetings and other activities under the PDMU;
- Provide technical assistance and administrative support to the PDMU; and
- Perform other duties as may be assigned by the immediate supervisor and the management.

Interested applicants may email the following to r2dilg@yahoo.com not later than July 22, 2022:

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



IVE B. SALUDEZ
Chief Administrative Officer

Noted by:



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