



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
(October 20, 2023)

DILG Regional Office No. 02 is in immediate need of a personnel under **Contract of Service basis** with the following location, qualifications, and responsibilities:

- **Two (2) ADMINISTRATIVE ASSISTANT I –**
Php 17,899.00/month for the period November 01, 2023 to December 31, 2023

Location: Regional Office

Qualifications and Skills:

- ✓ Male or Female;
- ✓ Bachelor's Degree Graduate;
- ✓ Computer Literate;
- ✓ Proficient in oral and written communication; and
- ✓ With good moral character and work attitude.

Responsibilities/Tasks:

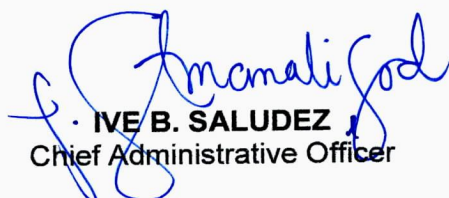
- Provides assistance to the Regional Office Heads and immediate supervisor in the full implementation of the program effectively and efficiently;
- Serves as the primary point contact person for internal and external offices, institutions, and clients related to tracking, filing, and safekeeping of documents referred, received, endorsed, and released at the Regional Office;
- Receives, release, and route documents pertaining to SBDP and C4PEACE programs;
- Records incoming and outgoing communication and ensure that all outgoing communications are timely sent and feedbacks from receivers are noted;
- Maintains record and filing system as repository of all pertinent Project documents at the Regional Office both in hard and electronic copy files;
- Assists in the preparations and conduct of conferences/meetings;
- Assists in the preparation of reports and other deliverables;
- Attends to telephone calls, and walk-in visitors/clients of the office;
- Takes charge of the Data Tracking System (DTS) on communications and all related Projects documents referred, received, and released at the Regional Office;

"Matino, Mahusay at Maaasahan"
Tel. (078) 377-3618

- Provides administrative support; and
- Performs other tasks that may be assigned by the immediate supervisor.

Interested applicants may email the following to r2dilg@yahoo.com not later than October 30, 2023:

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


IVE B. SALUDEZ
Chief Administrative Officer

Noted by:


AGNES A. DE LEON, CESO V
Regional Director