



Republika ng Pilipinas
**KAGAWARAN NG INTERIOR AT PAMAHALAANG LOKAL
IKALAWANG REHIYON**

Sentro ng Pamahalaang Panrehiyon, Carig Sur, Lungsod ng Tuguegarao, Cagayan
<http://region2.dilg.gov.ph>

ANNOUNCEMENT
(August 31, 2021)

DILG Region 2 is in immediate need of **One (1) ICT Technical Staff** on a **Contract of Service** basis with the following qualifications and responsibilities as indicated below:

One (1) ICT Technical Staff - Php 20,219.00/ month.

1. Education

- a. Graduate of a four year course related to the tasks and responsibilities;

2. Experience

- a. Must have at least one year of experience in Office Administration;

3. Qualifications

- a. Familiarity with use of Office Productivity Tools;
- b. Good Verbal and Written communication skills;
- c. Capability to work from home;
- d. Knowledge of basic ICT concepts;
- e. Knowledge of the administration of Social Media Platforms;
- f. Ability to cooperate with colleagues and different kinds of audiences;
- g. Output oriented and ability to work under pressure;

4. Tasks and Responsibilities

- a. Assists in the management of the DILG Region 2 website and official social media page;
- b. Receives, reviews, routes and logs incoming and outgoing correspondence of ORD - ISTMU;
- c. Assist in the preparation of IEC materials;
- d. Prepares and disseminate correspondence and reports pertinent to ORD-ISTMU;
- e. Attend to trainings, workshops and meetings as directed by the the Regional Information Technology Officer;
- f. Assists in the management of physical and electronic records of ORD-ISTMU;
- g. Assists in monitoring of the Local Area Network of the Regional Office of DILG Region 2;
- h. Assists in the conduct of ICT Capability activities of ORD-ISTMU;

- i. Assists in the conduct of ISTMU Meetings;
- j. Assists in the maintenance of the ISTMU Bulletin Boards;
- k. Assists in the maintenance of ISTMU ICT Equipment and Supplies;
- l. Assists in the provision of technical assistance on ICT related issues encountered by DILG Region 2 personnel;
- m. Assists in the maintenance of the Monitoring activities of the ISTMU;
- n. Submits Quarterly Accomplishment Report;
- o. Performs other tasks as assigned under the supervision of the Regional Information Technology Officer;

Interested applicants should submit the following documents to DILG Regional Office 2, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan not later than **September 5, 2021** or email to **r2dilg@yahoo.com**:

1. Application Letter;
2. Duly Accomplished and Updated Personal Data Sheet;
3. Certificate of Employment from previous employer; and
4. Duly authenticated photocopy of Transcript of Records and Diploma.


IVE B. SALUDEZ
Chief Administrative Officer

Noted:


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