



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**  
**(September 9, 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) DEVELOPMENT MANAGEMENT OFFICER IV – Ph 66,867.00/month for the period September 01, 2021 to December 31, 2021**

**Location: Regional Office**

- ✓ Bachelor's Degree in Political Science, Sociology, Public Administration, Development Communication, or related field;
- ✓ With 4 years in position/s involving management and supervision;
- ✓ With experience in research, program and project management, or working with related programs and activities;
- ✓ With at least 24 hours of training management and supervision;
- ✓ Knowledge on policy development;
- ✓ Extensive knowledge on Local Government Operations;
- ✓ With initiative and can work with minimum supervision;
- ✓ Ability to work well in multi-disciplinary team and could relate with diverse range of stakeholders both at the local and national levels; and
- ✓ Excellent oral and written communication skills.

**Responsibilities/Tasks:**

- Shall act as the Regional Devolution Coordinator;
- Formulate and recommend strategy/ies for coaching and mentoring and the provision of technical support for LGUs that will facilitate LGU DTP preparation and implementation of LGU transition initiatives;
- Assist and support DILG in the implementation of programs, projects and activities (PPAs) related to transition to full devolution;
- Plan, organize, and facilitate preparatory and consultative meetings with key stakeholders;
- Provides support to DILG Field Officers in the coaching and mentoring of LGUs on LGU DTP preparation and in the implementation of devolution initiatives of the Department;
- Monitor progress of preparations and LGU submission of DTPs and prepare reports;

**"Matino, Mahusay at Maaasahan"**  
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- Ensure LGU DTP completeness and compliance to requirements;
- Review LGU submissions and generate analytics;
- Coordinate with the following to facilitate LGU DTP preparations and submission; and support transition activities towards full devolution:
  - LGUs within the area of responsibility
  - BLDG Transition Management Committee Core Secretariat Team
  - Concerned DILG Field Officers
  - Concerned National Government Agencies (NGAs)/ Regional Line Agencies;
  - Civil Society Organizations (CSOs)/ Peoples' Organizations (POs)
  - Development partners
  - Other key stakeholders
- May be required to travel and attend relevant activities related to the program;
- Prepare project-based materials such as activity designs, concept notes, slide presentations, post-activity accomplishment reports, and documentations;
- Prepare required monitoring as well as special reports that may support transition activities towards full devolution; and
- Perform other duties as maybe assigned by the immediate supervisor and the management.

Interested applicants may submit the following not later than September 19, 2021 thru the email address [r2dilg@yahoo.com](mailto: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 (if applicable)
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