



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 **(October 19, 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 II –**
Ph 32,053.00/month for the period November 1, 2021 to December 31, 2021

Location: Regional Office

- ✓ Graduate of a 4-year Bachelor course related to Public Governance
- ✓ At least one (1) year of related experience in the government service
- ✓ Proficient in oral and written communication
- ✓ Knowledgeable in MS Office 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 Regional Project Development Monitoring Unit (RPDMU) on the discussions on the resolution of issues and concerns at the local level;
- Assist the RPDMU in coordinating with other partner agencies on the implementation of LGSF related projects for Local Government Units (LGUs);
- Monitor status of activities at the Regional, Provincial and Municipal level;

- Assist the RPDMU 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 RPDMU;
- Provide technical assistance and administrative support to the RPDMU; and
- Perform other duties as maybe assigned by the immediate supervisor and the management.

Interested applicants may submit the following to the DILG Regional Office not later than October 29, 2021 or email to 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

for: 
IVE B. SALUDEZ
Chief Administrative Officer

Noted by:


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

FAD/PS/IBS/GTM/MCD
RO2-FAD-2021-10-19-018