



ANNOUNCEMENT

(April 3, 2018)

DILG Region 02 is in need of the following employees on a Contract of Service (CoS) basis, as follows;

1. One (1) Regional Head Coordinator – Php 24,224.00/Month

- Qualifications:
 - Must be a Lawyer, or if not, at least possess a Bachelor of Laws, or Bachelor's degree in public administration, legal management, law enforcement, or any equivalent;
 - For Lawyers, no work experience required. For non-lawyers, at least one (1) year of general work experience in any field;
 - Excellent writing, Research and Communication skills.
- Functions:
 - Be the Focal Person in the regional level of the AKSYON Team for the proper implementation of the program in the field and facilitation of visits by the Supervising Authority (SA) and/or other officer;
 - Manage local government complaints, endorse/refer to proper agency concerned;
 - Draft communication in reply to received local government complaints, to be approved by the concerned DILG Regional Director;
 - Maintain database on all local government complaints;
 - Ensure the proper utilization of funds sub-allotted to the region;
 - Assist the AKSYON Team in establishing links with major educational institution and CSO's in the region for purpose of advocating against corruption;
 - In coordination with the Regional and Provincial Directors, ensure the compliance of LGUs to requirements implemented by the department through the PMO to prevent corruption;
 - Submit to the SA, through the BLGS, quarterly reports with documentation signed by the Regional Head Coordinator and Approved by the Regional Director on the implementation of the program in the field with highlights on major of an official for corruption, among other major accomplishments;
 - Attend Assemblies and other such meetings organized and facilitated by the Central Office;
 - In consideration of the foregoing, be authorized to travel if needed; and
 - Perform other tasks assigned by the SA.



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

2. One (1) Provincial Assistant Coordinator – Php 20,179.00/Month

- Qualifications:
 - Must possess at least a Bachelor’s degree in any field, preferably in public administration, business administration, legal management, law enforcement, or any equivalent;
 - At least One(1) year of general work experience in any field; and
 - Excellent writing, research and communication skills.
- Functions:
 - Assist the Regional Head Coordinator
 - In ensuring the proper implementation of the program in the field and the proper utilization of funds sub-allotted to the region;
 - In ensuring the compliance of LGUs to requirements implemented by the Department to prevent corruption;
 - In preparing and submitting to SA, through BLGS, quarterly reports with documentation signed by the Regional Head Coordinator and approved by the Regional Director on the implementation of the program in the field with highlight on major accomplishments like being able to contribute to the successful conviction of an official for corruption, among other major accomplishment;
 - Attend assemblies and other such meetings organized and facilitated by the Central Office;
 - In consideration of the foregoing, be authorized to travel if needed; and
 - Perform other tasks assigned by the Program Management Team.

Submit/send application letter and pertinent documents (i.e. Personal Data Sheet, Diploma, Transcript of Records, and Certificate of Trainings) to r2dilg@yahoo.com or to DILG Regional Office 02, Regional Government Center, Tuguegarao City not later than April 12, 2018.

LORNA M. DURWIN
Chief Administrative Officer

Noted:

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