



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

ANNOUNCEMENT

(April 3, 2018)

DILG Region 02 is in need of employee on a Contract of Service (CoS) basis for;

1. One (1) PLEB Project Assistant II – Php 19,077.00/Month

- Qualifications:
 - Graduate of a four-year course, preferably a Baccalaureate Degree holder in Commerce, Development/Social Studies, Public Administrative or Communications;
 - Must have above average interpersonal skills;
 - Must have good analytical, oral and written communication skills;
 - Must have background on basis planning and budgeting for programs; and
 - Must have the ability to work well in multi-disciplinary team and relate well in diverse range of stakeholders at local and national levels.

- Functions:

The PLEB Projects Assistance II shall:

 - Provide Administrative support to the PLEB Program specifically in planning, budgeting, implementation of activities and coordination with DILG Field Offices and DILG Central Office, other National Government Agencies, Local Government Units and other stakeholders;
 - Manage all incoming and outgoing documents relative to PLEB;
 - Go on fieldwork or to travel in relation to the performance of the above-mentioned responsibilities. The Department, through the designated fund source, shall cover actual transportation expenses and daily rate of per diem given to regular employees on official travel and subject to the usual accounting and auditing rules and procedures; and
 - Undertake other functions as may be required.

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 13, 2018.



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LORNA M. DURWIN
Chief Administrative Officer

Noted:


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