



ANNOUNCEMENT

(April 28, 2021)

DILG Regional Office No. 2 is in immediate need on a **Contract of Service basis** with the following qualifications and responsibilities as indicated in the attached document:

One (1) Information Officer I – Php 22,938.00/month

Location: Regional Office

1. Education:

- Preferably a graduate of four-year course on Mass Communication or any other related field;

2. Experience:

- Must have at least (1) year of related experience;

3. Qualification:

- Familiarity to the use of Office Productivity Software (Microsoft Office and Google Suite);
- Good verbal and written communications skills;
- Capability to Work From Home;
- Knowledge in the administration of social media;
- Knowledge in photography and basic graphic design;
- Must be very organized;
- Ability to cooperate with colleagues and different kind of audiences;
- Output oriented and ability to accept criticism; and
- Ability to quickly adapt to new environment.

4. Tasks and Functions:

- Maintains the DILG Rehiyon Dos and DILG Rehiyon Dos: Lodi sa ICT Facebook Page;
- Responds to inquiries from DILG Rehiyon Dos and DILG Rehiyon Dos: Lodi sa ICT Facebook Page;
- Manages the contents of the regional website;
- Prepares various IEC materials;
- Receives, reviews, routes and logs incoming and outgoing communications;
- Prepares and disseminates correspondence, reports, press releases and other pertinent communications;
- Maintains electronic and physical records/files of ISTMU;
- Plans, arranges and manages ISTMU meetings;
- Maintains ISTMU monthly schedule;
- Assists in planning meetings, trainings and conferences led by ISTMU;



- Takes and distributes minutes of the meetings conducted by ISTMU;
- Maintains the ISTMU bulletin board;
- Maintains ISTMU Office supplies; and
- Performs other related task as assigned under the supervision of the Regional Information Technology Officer (RITO).

Interested applicants may submit the following to DILG Regional Office 2, Regional Government Center, Carig Sur, Tuguegarao City not later than **May 8, 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 (if applicable); and
4. Duly authenticated photocopy of Transcript of Records and Diploma.

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IVE B. SALUDEZ
Chief Administrative Officer

Noted:

A handwritten signature in blue ink, appearing to read 'Jonathan Paul M. Leusen, Jr.'.

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