



## **ANNOUNCEMENT**

(June 1, 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) ADMINISTRATIVE AIDE IV – Php13,807.00 per month for the period July 1, 2021 to December 31, 2021**

### **Location: Regional Office 02**

- ✓ Male or Female
- ✓ College Graduate
- ✓ Proficient in oral and written communication
- ✓ With good moral character and work attitude

### **Responsibilities/Tasks:**

- Receives, records, and encodes official communications and routes communications to other units within the Regional Office;
- Maintains central file of all communication, documents and office supplies received by the office;
- Prepares and encodes/types draft of letters, training designs, reports or research data, sorts and compiles/maintains current records;
- Attends to simple requests/queries of walk-in/phone-in clients;
- Consolidates reports for submission;
- Provides secretariat services to the conduct of trainings;
- Attends to the safekeeping of assigned office equipment; and
- Performs other related tasks as maybe assigned by superior from time to time.

Interested applicants may submit the following to the DILG Regional Office not later than June 11, 2021 or email to [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
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