



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 (September 14, 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 III –**
Ph 42,159.00/month for the period October 01, 2021 to December 31, 2021

Location: Regional Office

- ✓ Graduate of a 4-year Bachelor's Degree related to Public Governance
- ✓ At least two (2) years 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 Project Development Monitoring Unit (PDMU) on the discussions on the resolution of issues and concerns at the local level;
- Assist the PDMU in coordinating with other partner agencies on the implementation of LGSF related projects for Local Government Units (LGUs);
- Monitor status of activities at the Provincial and Municipal level;
- Assist the PDMU 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 PDMU;
 - Provide technical assistance and administrative support to the PDMU; and
 - Perform other duties as maybe assigned by the immediate supervisor and the management.
- **One (1) ADMINISTRATIVE ASSISTANT I – Php16,458.00 per month for the period October 1, 2021 to December 31, 2021**

Location: Regional Office 02

- ✓ Male or Female
- ✓ Graduate of Bachelor's Degree preferably Legal Management or Allied Health Course
- ✓ Proficient in oral and written communication
- ✓ With good moral character and work attitude

Responsibilities/Tasks:

- Receives, review and release documents requiring action from the RO;
 - Ensure appropriateness/correctness of correspondences, reports and other documents requiring initial/signature of the Regional Director;
 - Record incoming and outgoing communications and ensure that all outgoing communications are timely sent and feedbacks from receivers are noted;
 - Take charge of the Data Tracking System (DTS) on communications and all related Project documents referred, received and released at the Regional Office;
 - Maintain a record and filing system as repository of all pertinent Project documents at the RO both in hard and electronic copy files;
 - Assist in the encoding of Project documents and reports (e.g. accomplishment reports, briefers, presentation), as necessary;
 - Assist in the maintenance of database and consolidation of relevant reports (e.g. progress reports, status of requests/queries, subproject status), as necessary; and
 - Provide administrative support and perform other tasks that may be assigned.
- **One (1) ADMINISTRATIVE AIDE IV –
Php 13,807.00/month for the period October 1, 2021 to December 31, 2021**

Location: Quirino

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

Responsibilities/Task:

- 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;
 - Maintains email and Facebook account of the office;
 - Provides secretariat services to the conduct of trainings; attends to the safekeeping of assigned office equipment;
 - Performs other related task as maybe assigned by superior from time to time.
- **One (1) ADMINISTRATIVE AIDE IV (Driver)–
Php 13,807.00/month for the period October 1, 2021 to December 31, 2021**

Location: Batanes

- ✓ Male or Female
- ✓ At least High School Graduate associated with the completion of relevant vocational/trade course
- ✓ With valid Professional Driver's License
- ✓ At least two (2) years driving experience of light vehicles, within and outside Region 02
- ✓ With good moral character and work attitude
- ✓ Preferably a holder of TESDA Driving Certificate
- ✓ With good moral character and work attitude

Responsibilities/Task:

- Serves as Driver stationed at DILG-Batanes;
- Conducts a pre and post travel such as but not limited to the brake, light, oil, water, battery, air, gas, engine and tire services in keeping his assigned vehicle roadworthy at all times;
- Prepares or accomplishes the necessary travel documents before departure from the Office Station;
- Prepares and maintains the cleanliness of the assigned vehicle he drove immediately upon arrival at destination making it readily available for the next use;
- Prepares an After-Travel Report on the condition of the vehicle immediately upon arrival at the Provincial Office, and submit the same to the FAU Chief;
- Carries the passengers as far as human care and foresight can provide, using the utmost diligence of very cautious persons, with a due regard for all circumstances;
- Keeps and maintains Daily Time Record as basis of services rendered and required to report to office subject to the 8-hour law like a regular employee;
- Does monthly report and other functions that the supervisor requires to do; and
- Performs other related task as maybe assigned by superior from time to time.

Interested applicants may submit the following to the DILG Regional Office not later than September 24, 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



IVE B. SALUDEZ
Chief Administrative Officer



Noted by:



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

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