



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION 02**  
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan  
<http://region2.dilg.gov.ph>

**ANNOUNCEMENT**  
(September 12, 2022)

DILG Regional Office No. 02 is in immediate need of a personnel under **Contract of Service basis** with the following location, qualifications, and responsibilities:

- **One (1) DEVELOPMENT MANAGEMENT OFFICER II –**  
Php 33,575.00/month for the period October 01, 2022 to December 31, 2022

**Location:** Nueva Vizcaya

**Qualifications and Skills:**

- ✓ Bachelor's Degree related to Public Governance;
- ✓ At least *one* (1) year of relevant experience in the government service;
- ✓ Proficient in oral and written communication; and
- ✓ Knowledgeable in MS 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 may be assigned by the immediate supervisor and the management.

Interested applicants may email the following to [r2diig@yahoo.com](mailto:r2diig@yahoo.com) not later than September 22, 2022:

1. Application Letter;
2. Duly accomplished and updated Personal Data Sheet;
3. Certificate of Employment for previous employer (if applicable);
4. Duly authenticated photocopy of Transcript of Records; and
5. Diploma.



**IVE B. SALUDEZ**  
Chief Administrative Officer

Noted by:



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

Digitally signed  
by Leusen  
Jonathan Paul  
Molintas Jr.

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