



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
(December 23, 2022)

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

- **ONE (1) ENGINEER III – Php 49,835.00/month for the period January 01 to 31, 2023**

Location: PO-Cagayan

Qualifications and Skills:

- ✓ A registered Civil Engineer;
- ✓ Willing to undergo fieldwork;
- ✓ Must not be more than 50 years old;
- ✓ With at least three (3) years' work experience on in the preparation of feasibility study, preparation of drawing plans, technical specifications, cost estimates, and construction of water supply system;
- ✓ Experience on the Procurement of Government projects and in the review of the administration and construction contract would be an asset;
- ✓ With knowledge on the Procurement Law (RA 9184 and its IRR);
- ✓ Preferably with the skills on various engineering softwares such GIS, AutoCAD, WaterCAD, STAAD, Primavera and Microsoft. Project management is an advantage;
- ✓ Knowledgeable in the Program of Works (POW) and items of work; and
- ✓ Must have good verbal communication skills in local dialects of the Region.

Responsibilities/Tasks:

- Assist in coordinating with the Provincial/City Local Government Units to ensure on-time implementation of projects;
- Assists in the conduct of actual monitoring on the preparation and implementation of LGSF projects in his/her assigned region/s, province/s, and barangays to ensure that the requirements in the LEO 70 Implementations and Guidelines are complied with;
- Monitor LGUs/barangays in the preparation and submission of LGSF project requirements, particularly the Detailed Engineering Design (DED) and program of works, and provide technical assistance to provinces/barangays to facilitate the completion of DED/POW;
- Provide status reports on the implementation of projects, including issues and concerns and recommendations within his assigned area;
- Undertake field visits and conduct random inspection of civil works from time to time to check quality of works and submit with course of action and recommendations thru appropriate channels; and

"Matino, Mahusay at Maaasahan"
Tel. (078) 377-3618

- Perform other tasks as maybe assigned by the Provincial Director or immediate supervisor.

- One (1) **ADMINISTRATIVE AIDE IV –**
Php 14,993.00/month for the period January 01 to 31, 2023.

Location: Regional Office

Qualifications and Skills:

- ✓ College Graduate
- ✓ Proficient in oral and written communication
- ✓ Knowledgeable in Information Technology
- ✓ 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
- Perform other tasks as maybe assigned by the Regional Director or immediate supervisor.

Interested applicants may email the following to r2dilg@yahoo.com not later than January 2, 2023:

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


VE B. SALUDEZ
Chief Administrative Officer

Noted by:

Digitally signed
by Leusen
Jonathan Paul
Molintas Jr.



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