



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

(January 11, 2023)

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) ADMINISTRATIVE AIDE I – Utility Worker**
Php 12,517.00/month for the period February 01, 2023 to June 30, 2023

Location: Regional Office

Qualifications and Skills:


- ✓ High School Graduate
- ✓ With good moral character and work attitude

Responsibilities/Tasks:

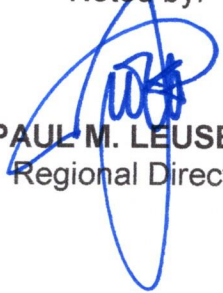
- Performs manual tasks in landscape gardening or routine cleaning and maintenance work;
- Water and weeds lawns, trims hedges, plants flowering, ornamental herbs, fertilizes and cultivates them;
- Disposes trash properly;
- Ensures cleanliness of the surroundings including the grounds within the perimeter of the Regional Office;
- Runs errands as per instructions/directives of the Regional Director; and
- Does other janitorial tasks.

Interested applicants may email the following to r2dilg@yahoo.com not later than January 20, 2023:

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