



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
(March 13, 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 ASSISTANT I**
Php 17,899.00/month for the period April 01, 2023 to December 31, 2023

Location: Cagayan

Qualifications and Skills:

- ✓ Male or Female;
- ✓ Bachelor's Degree Graduate;
- ✓ Computer literate;
- ✓ Proficient in oral and written communication; and
- ✓ With good moral character and work attitude.

Responsibilities/Tasks:

- Provide assistance to the Regional Office Heads and immediate supervisors in the full implementation of the program effectively and efficiently;
- Serve as primary point contact person for internal and external offices, institutions, and clients related to tracking, filing, and safekeeping of documents referred, received, endorsed, and released at the Regional Office;
- Receive, release, and route documents pertaining to SBDP and C4PEACE programs;
- Record incoming and outgoing communications and ensure that all outgoing communications are timely sent and feedbacks from receivers are noted;
- Maintain a record and filing system as repository of all pertinent Project documents at the Provincial Office both in hard and electronic copy files;
- Assist in the preparation of reports and other deliverables;
- Attend to telephone calls, and walk-in visitors/clients of the office;
- Take charge of the Data Tracking System (DTS) on communications and all related Project documents referred, received, and released at the Regional Office;
- Provide administrative support; and
- Perform other tasks as maybe assigned by the immediate supervisor.

Interested applicants may email the following to r2dilg@yahoo.com not later than March 23, 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