



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

(June 01, 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) DEVELOPMENT MANAGEMENT OFFICER III –**
Php 45,203.00/month for the period June 2023 to December 2023

Location: Regional Office

Qualifications and Skills:

- ✓ Bachelor's Degree related to Public Governance;
- ✓ At least two (2) years of relevant experience in the government service;
- ✓ Proficient in oral and written communication; and
- ✓ Knowledgeable in MS applications and in preparing presentations.

Responsibilities/Tasks:

- Provides leadership in setting the operational direction of the SLGP within the PMO and among offices in the Department;
- Make sure the Local Governance Programs as embedded in the core function of the SLGP are implemented efficiently and effectively through different channels;
- Initiates the development of new policies that will deal with lingering local governance issues that existing policies cannot address;
- Provides support in addressing policy implementation problems and manage portfolio risks;
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and related expenses; and
- Perform other tasks as maybe assigned by the Regional Director or immediate supervisor.

- **One (1) ADMINISTRATIVE AIDE IV –**
Php 14,993.00/month for the period June 2023 to December 2023

Location: Regional Office

Qualifications and Skills:

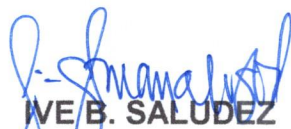
- ✓ Bachelor's Degree;
- ✓ Proficient in oral and written communication;
- ✓ Knowledgeable in MS Office applications; and
- ✓ With good moral character and work attitude

Responsibilities/Tasks:

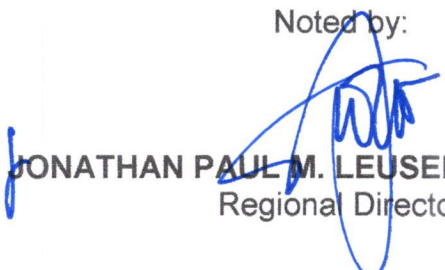
- Receives, records and encodes official communications and routes communications to other units within the Regional Office;
- Maintains central file of all communication, documents and office supplies received by the office;
- Prepares and encodes/types draft of letters, training designs, reports or research data, sorts and compiles/maintains current records;
- Attends to simple requests/queries of walk-in/phone-in clients;
- Consolidates reports for submission;
- 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 June 08, 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.


WE B. SALUDEZ
Chief Administrative Officer

Noted by:


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