



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 21, 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 IV (Driver)**
Php 14,993.00/month for the period July 2023 to December 2023

Location: Regional Office

Qualifications and Skills:

- ✓ High School Graduate or Vocational Trade Course relevant to the position
- ✓ With Valid Driver's License
- ✓ At least two (2) years of experience in driving
- ✓ With good moral character and work attitude
- ✓ Preferably with TESDA Driving Certificate

Responsibilities/Tasks:

- Serves as Driver stationed at the Regional Office;
- Conducts pre and post travel inspection such as but not limited to the brake, light, oil, water, battery, air, gas, engine and tires services in keeping his assigned vehicle roadworthy at all times;
- Prepares or accomplishes the necessary travel documents before departure from the Official Station;
- Prepares and maintains the cleanliness of the assigned vehicle he drove immediately upon arrival at destination making it readily available for the next use;
- Prepares After-Travel Report on the condition of the vehicle immediately upon arrival at the Provincial Office, and submit the same to the Chief Administrative Officer thru Chief of the General Services Section;
- Carry passengers as far as human care and foresight can provide, using the utmost diligence of very cautious persons, with a due regard for all circumstances; and
- Perform other tasks as maybe assigned by the Regional Director or immediate supervisor.

- **One (1) ADMINISTRATIVE AIDE I (Utility Worker)**
Php 12,517.00/month for the period July 2023 to December 2023

Location: Regional Office

Qualifications and Skills:

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

Responsibilities/Tasks:

- Performs manual tasks in landscape gardening or routine cleaning and maintenance work;
- 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;
- Does other janitorial tasks; and
- Perform other tasks as maybe assigned by the Regional Director.

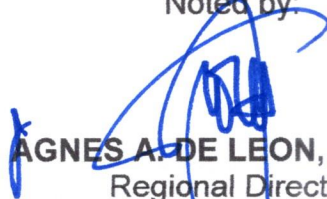
Interested applicants may email the following to r2dilg@yahoo.com not later than June 30, 2023:

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



IVE B. SALUDEZ
Chief Administrative Officer

Noted by:



AGNES A. DE LEON, CESO V
Regional Director