



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

September 14, 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) ENGINEER I – Php 27,608.00/month for the period October 2023 to December 2023**

Location: Batanes

Qualifications and Skills:

- ✓ A registered Civil Engineer;
- ✓ Willing to undergo fieldwork;
- ✓ Four (4) hours relevant training;
- ✓ 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 and knowledge 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;
- Monitor all LGSF projects but shall prioritize projects funded under the Support to Barangay Development Program. Should there be special instructions regarding the assessment and monitoring of disaster affected infrastructures, the same shall also be prioritized;
- Support activities under the Special Provision No. 4 of Section XVI-A of the DILG Office of the Secretary;
- 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 Program 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
- 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 October 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.

• **One (1) QUALITY MANAGEMENT SYSTEM OFFICER**
Php 20,402.00/month for the period October 2023 to December 2023

Location: Regional Office

Qualifications and Skills:

- ✓ Bachelor's Degree in any of the following: Management, Business, Public Administration, Information Technology/Computer Science, or other related disciplines;
- ✓ Knowledgeable in in ISO 9001:2015 Standard and keen in reviewing ISO documents;
- ✓ Effective communication (oral and written) skills, interpersonal skills with the ability to communicate with all levels within the organization;
- ✓ Can facilitate training/workshop/meeting/focus group discussion/orientation;

- ✓ Knowledge or experience in developing training materials/kit/lay-outing manuals and IEC materials;
- ✓ Experience in a position involving functions with focus on organizational development, systems improvement, monitoring, and evaluation is a plus;
- ✓ Knowledge and experience in improvement tools (Kaizen, Lean, Six Sigma, etc.) is an advantage;
- ✓ With analytical and synthesis skills;
- ✓ Fully proficient in MS Word, Excel, and PowerPoint; and
- ✓ With good moral character and work attitude.

Responsibilities/Tasks:

- Assists all QMS process owners in their roles with data entry, data analysis, research and producing process and system documentation, and reports;
- Provides administrative support including coordination, planning, and conduct of workshops/ trainings/meetings/focus group discussions and other activities;
- Delivers value-adding information such as producing materials that help the organization understand improvement initiatives and share best practice;
- Maintaining and retaining documents and records relevant to the operation of the Region;
- Submission of Monthly Accomplishment Report; 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 September 24, 2023:

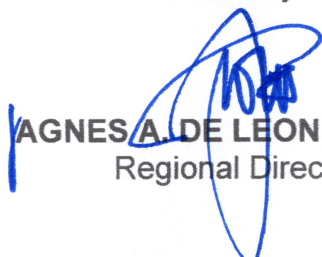
1. Application Letter;
2. Duly signed and accomplished Personal Data Sheet;
3. Work Experience Sheet;
4. Certificate of Employment for previous employer (if applicable);
5. Duly authenticated photocopy of Transcript of Records; and
6. Diploma.



IVE B. SALUDEZ

Division Chief, Finance and Administrative Division

Noted by:



AGNES A. DE LEON, CESO V
Regional Director