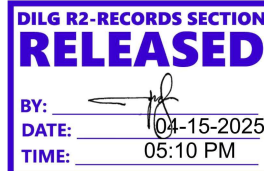




R02-2025-04-15-036



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**  
(April 14, 2025)

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 13,000.00/month for the period April to June 2025**

**Location: Regional Office**

**Qualifications and Skills:**

- ✓ High School Graduate; and
- ✓ 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 and orderliness of the Regional Office;
- 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 must indicate in their application letter the specific position and place of assignment they are applying for and apply through the link: <https://bit.ly/4jc1Eer> or scan the QR Code not later than April 24, 2025:

1. Application Letter addressed to **RD Agnes A. De Leon, CESO IV**;
2. Duly accomplished and Notarized Personal Data Sheet with recent passport size picture, name tag and signature with Work Experience Sheet;
3. Certificate of Employment from previous employer (if applicable); and
4. Diploma

PLEASE NOTE THAT ONLY APPLICATIONS WITH COMPLETE DOCUMENTS  
SUBMITTED ONLINE WILL BE CONSIDERED IN VIEW OF OUR E-RECRUITMENT  
PROCESS.



(sgd.)

**IVE B. SALUDEZ**  
Chief Administrative Officer

Noted by:

(sgd.)

**AGNES A. DE LEON, CESO IV**  
Regional Director

2025.04.15 15:31:34+08'00'

FAD/PHRMS/IBS/GTM/MCD/nar  
RO2-FAD-2025-04-14-040