



ANNOUNCEMENT **(August 16, 2021)**

DILG Regional Office No. 02 is in immediate need on a **Contract of Service basis** with the following qualifications and responsibilities as indicated in the attached document:

- **One (1) ELECTRICIAN II–**
Php 15,524.00/month for the period August 16, 2021 to December 31, 2021

Location: Regional Office

- ✓ Male or Female
- ✓ High School Graduate or completion of relevant vocational/trade course
- ✓ Two (2) years of relevant experience
- ✓ Eight (8) hours of relevant training
- ✓ Electrician (MC 11, s. 96 CAT. 1)
- ✓ With good moral character and work attitude

Responsibilities/Task:

- Repair and maintain electrical connections;
 - Device preventive measures to avoid electrical circuit;
 - Troubleshoot electrical controls;
 - Read blueprints and technical diagrams;
 - Install and maintain wiring, control, and lighting systems;
 - Inspect electrical components such as transformers and circuit breakers;
 - Identify electrical problems with variety of testing devices;
 - Does monthly report;
 - Performs other related task as maybe assigned by superior from time to time.
- **One (1) ADMINISTRATIVE AIDE I (Utility Worker) –**
Php 11,551.00/month for the period August 16, 2021 to December 31, 2021

Location: Regional Office

- ✓ Male or Female
- ✓ High school Graduate
- ✓ With good moral character and work attitude

Responsibilities/Task:

- Performs manual tasks in landscape gardening or routine cleaning and maintenance work;
- Water and weed lawns, trims hedges, plants flowering, ornamental herbs, fertilizes and cultivates them;



- Disposes trash properly;
- Ensures cleanliness and orderliness of the Regional Office storeroom and garage;
- 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 may submit the following to the DILG Regional Office not later than 12 NOON of August 27, 2021 or email to r2dilg@yahoo.com:

1. Application Letter;
2. Duly accomplished and updated Personal Data Sheet;
3. Certificate of Employment for previous employer (if applicable)
4. Photocopy of License (if applicable)
5. Duly Authenticated photocopy of Transcript of Records and Diploma

IVE B. SALUDEZ
Chief Administrative Officer

Noted by:

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