



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 17, 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) PROJECT EVALUATION OFFICER II –**
Ph 32,053.00/month for the period October 16, 2021 to December 31, 2021

Location: Regional Office 02

- ✓ Graduate of a 4-year Bachelor course related to Public Governance, preferably with masteral units or degree.
- ✓ At least **2 years** of related experience in the government service particularly in the local government units.
- ✓ Proficient in oral and written communication skills.
- ✓ Knowledgeable in MS Office applications and in preparing presentations
- ✓ Eight (8) hours of relevant training
- ✓ Career Service Professional Eligibility

Responsibilities/Tasks:

- Assist in providing up-to-date report on the monitoring of the physical aspects of the program implementation and results of localization interventions vis-a-vis to the Department's commitments to National Plan-ELCAC and the harmonization initiatives of the Department;
- Assist in monitoring and evaluation of the implementation of activities and projects in assigned region/province/barangay and the remaining deliverables of the Department; coordinate and assist inter-agency and partners on monitoring and evaluation of program.
- Ensure proper documentation of the program implementation including pre and post-implementation phase;
- Ensure reports are up-to-date for the consumption of the Department, other national government agencies, and other partner bureaus;
- Perform other tasks as maybe assigned by the Regional Director or immediate supervisor.

- **One (1) ADMINISTRATIVE STAFF –**
Php 18,874.00/month for the period October 1, 2021 to December 31, 2021

Location: Regional Office

- ✓ Male or Female
- ✓ Graduate of Bachelor's Degree in Finance, Accountancy, or any related course
- ✓ At least 1 year of related experience
- ✓ Proficient in oral and written communication skills
- ✓ Knowledgeable in MS Office applications

Responsibilities/Tasks:

- Accomplish and submit Commission on Audit's (COA) reportorial requirement in electronic format on the receipts and utilization of funds under Section 14 of Republic Act 11494 or *Bayanihan* to Recover as One Act.
- Accomplish related reporting requirement of Commission on Audit (COA) and submit reports on or before deadline;
- Coordinate with DILG Provincial Directors as necessary, as to completeness of data needed for COA reporting;
- Organize and maintain files and database required by DILG and COA;
- Prepares and encodes reports or research data, sorts and complies/maintain current records;
- Perform other tasks as maybe assigned by the immediate supervisor and the Regional Director.

Interested applicants may email the following to r2dilg@yahoo.com not later than September 27, 2021:

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

IVE B. SALUDEZ
Chief Administrative Officer

Noted by:

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