



Republika ng Pilipinas  
**KAGAWARAN NG INTERIOR AT PAMAHALAANG LOKAL  
IKALAWANG REHIYON**

Sentro ng Pamahalaang Panrehiyon, Carig Sur, Lungsod ng Tuguegarao, Cagayan  
<http://region2.dilg.gov.ph>

**ANNOUNCEMENT**  
**(October 8, 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) DEVELOPMENT MANAGEMENT OFFICER IV –  
Ph 66,867.00/month for the period November 1, 2021 to December  
31, 2021**

**Location: Regional Office**

- ✓ Bachelor's Degree in Political Science, Sociology, Public Administration, Development Communication, or related field;
- ✓ With 4 years in position/s involving management and supervision;
- ✓ With experience in research, program and project management, or working with related programs and activities;
- ✓ With at least 24 hours of training management and supervision;
- ✓ Knowledge on policy development;
- ✓ Extensive knowledge on Local Government Operations;
- ✓ With initiative and can work with minimum supervision;
- ✓ Ability to work well in multi-disciplinary team and could relate with diverse range of stakeholders both at the local and national levels; and
- ✓ Excellent oral and written communication skills.

**Responsibilities/Tasks:**


- ✓ Shall act as the Regional Devolution Coordinator;
- ✓ Formulate and recommend strategy/ies for coaching and mentoring and the provision of technical support for LGUs that will facilitate LGU DTP preparation and implementation of LGU transition initiatives;
- ✓ Assist and support DILG in the implementation of programs, projects and activities (PPAs) related to transition to full devolution;
- ✓ Plan, organize, and facilitate preparatory and consultative meetings with key stakeholders;
- ✓ Provides support to DILG Field Officers in the coaching and mentoring of LGUs on LGU DTP preparation and in the implementation of devolution initiatives of the Department;

- ✓ Monitor progress of preparations and LGU submission of DTPs and prepare reports;
- ✓ Ensure LGU DTP completeness and compliance to requirements;
- ✓ Review LGU submissions and generate analytics;
- ✓ Coordinate with the following to facilitate LGU DTP preparations and submission; and support transition activities towards full devolution:
  - LGUs within the area of responsibility
  - BLDG Transition Management Committee Core Secretariat Team
  - Concerned DILG Field Officers
  - Concerned National Government Agencies (NGAs)/ Regional Line Agencies;
  - Civil Society Organizations (CSOs)/ Peoples' Organizations (POs)
  - Development partners
  - Other key stakeholders
- ✓ May be required to travel and attend relevant activities related to the program;
- ✓ Prepare project-based materials such as activity designs, concept notes, slide presentations, post-activity accomplishment reports, and documentations;
- ✓ Prepare required monitoring as well as special reports that may support transition activities towards full devolution; and
- ✓ Perform other duties as maybe assigned by the immediate supervisor and the management.

Interested applicants may submit the following to the DILG Regional Office not later than October 15, 2021 thru email at [r2dilg@yahoo.com](mailto: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