



ANNOUNCEMENT **(August 3, 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 III –
Ph 42,159.00/month for the period August 16, 2021 to
December 31, 2021**

Location: Regional Office

- ✓ Graduate of a 4-year Bachelor course related to Public Governance
- ✓ At least two (2) years of related experience in the government service
- ✓ Proficient in oral and written communication
- ✓ Knowledgeable in MS Office applications and in preparing presentations

Responsibilities/Tasks:

- Provide technical assistance and support in the conduct of Capacity Development (CAPDEV) activities in the areas of planning, implementation, monitoring and evaluation for Local Government Support Fund (LGSF) projects;
- Act as Secretariat in all trainings under LGSF programs and projects;
- Facilitate/Coordinate/Assist in the conduct of capacity enhancement trainings for LGU and community programs;
- Arrange/schedule meetings, conferences of the Project Development Monitoring Unit (PDMU) on the discussions on the resolution of issues and concerns at the local level;
- Assist the PDMU in coordinating with other partner agencies on the implementation of LGSF related projects for Local Government Units (LGUs);
- Monitor status of activities at the Provincial and Municipal level;
- Assist the PDMU in addressing LGU concerns and bring to the attention of the Unit Head those matters that cannot be resolved at the local level;
- Provide institutional support to LGUs during project implementation as may be needed;
- Assist in the conduct of meetings and other activities under the PDMU;
- Provide technical assistance and administrative support to the PDMU; and



- Perform other duties as maybe assigned by the immediate supervisor and the management.

- **Eleven (11) DEVELOPMENT MANAGEMENT OFFICER II – Ph 32,053.00/month for the period August 16, 2021 to December 31, 2021**

Location: Regional Office, Batanes, Cagayan, Isabela, Nueva Vizcaya, and Quirino

- ✓ Graduate of a 4-year Bachelor course related to Public Governance
- ✓ At least one (1) year of related experience in the government service
- ✓ Proficient in oral and written communication
- ✓ Knowledgeable in MS Office applications and in preparing presentations

Responsibilities/Tasks:

- Provide technical assistance and support in the conduct of Capacity Development (CAPDEV) activities in the areas of planning, implementation, monitoring and evaluation for Local Government Support Fund (LGSF) projects;
- Act as Secretariat in all trainings under LGSF programs and projects;
- Facilitate/Coordinate/Assist in the conduct of capacity enhancement trainings for LGU and community programs;
- Arrange/schedule meetings, conferences of the Project Development Monitoring Unit (PDMU) on the discussions on the resolution of issues and concerns at the local level;
- Assist the PDMU in coordinating with other partner agencies on the implementation of LGSF related projects for Local Government Units (LGUs);
- Monitor status of activities at the Provincial and Municipal level;
- Assist the PDMU in addressing LGU concerns and bring to the attention of the Unit Head those matters that cannot be resolved at the local level;
- Provide institutional support to LGUs during project implementation as may be needed;
- Assist in the conduct of meetings and other activities under the PDMU;
- Provide technical assistance and administrative support to the PDMU; and
- Perform other duties as maybe assigned by the immediate supervisor and the management.



- **One (1) MECHANIC TECHNICIAN I –**
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
- ✓ Mechanic (MC II, s. 96- CAT I)
- ✓ With good moral character and work attitude

Responsibilities/Task:

- Repair and maintain machinery;
- Device preventive measures to avoid machine downtime;
- Troubleshoot electrical controls;
- Keeps meticulous records of machine service history;
- Analyze machine test result and make adjustments to meet agency specifications;
- 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.

- **Two (2) ADMINISTRATIVE AIDE IV –**
Php 13,807.00/month for the period August 16, 2021 to December 31, 2021

Location: Regional Office

- ✓ Male or Female
- ✓ College Graduate
- ✓ Proficient in oral and written communication
- ✓ With good moral character and work attitude

Responsibilities/Task:

- 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;
- Provides secretariat services to the conduct of trainings; attends to the safekeeping of assigned office equipment;
- 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 an weeds 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 August 13, 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:


ELPIDIO A. DURWIN, CESO IV
Officer-In-Charge