



R02-2025-02-21-016



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

(February 20, 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 III (Clerk I)**
Php 14,125.00/month for the period March to December 2025

Location: Regional Office

Qualifications and Skills:

- **Education:** Bachelor's Degree;
- Proficient in oral and written communication;
- Knowledgeable in MS Office applications; and
- With good moral character and work attitude.

Responsibilities/Tasks:

- 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; and
- Perform other tasks as maybe assigned by the Regional Director or immediate supervisor.

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/417RQtR> or scan the QR Code not later than March 2, 2025:

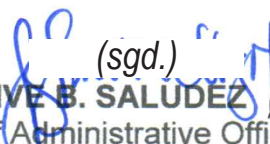
1. Application Letter addressed to **RD Agnes A. De Leon, CESO IV**;
2. Duly accomplished and Notarized Personal Data Sheet with recent passport size picture, name tag and signature with Work Experience Sheet;
3. Certificate of Employment from previous employer (if applicable);


4. Duly authenticated photocopy of Transcript of Records; and
5. Diploma.

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

Note: *DILG is proud to be an equal opportunity employer, fostering a workplace that values diversity and inclusion. We strictly prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic by law. We welcome applications from all qualified individuals and are dedicated to ensuring a fair and inclusive hiring process. Our commitment extends to providing an environment where everyone has an equal opportunity to thrive and contribute.*




(sgd.)
IVE B. SALUDEZ
Chief Administrative Officer

Noted by:
(sgd.)

AGNES A. DE LEON, CESO IV
Regional Director
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FAD/PHRMS/IBS/GTM/MCD/nar

RO2-FAD-2025-02-20-001

WE ARE HIRING



One (1) Administrative Aide III (Clerk I) (CONTRACT OF SERVICE)

LOCATION: REGIONAL OFFICE

QUALIFICATIONS AND SKILLS:

Education: Bachelor's Degree

Other Qualifications:

- Proficient in oral and written communication;
- Knowledgeable in MS office applications; and
- With good moral character and work attitude.

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/417RQtR> or the QR Code provided not later than **March 2, 2025**. Further, they are required to submit the following:

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.

Refer to link for the **COMPENSATION, OTHER QUALIFICATIONS, DUTIES AND RESPONSIBILITIES and APPLICATION REQUIREMENTS**



Prepared by:

(sgd.)
ALMIRAL B. PASCUAL
ADA IV

Noted by:

(sgd.)
IVE B. SALUDEZ
Chief Administrative Officer

Recommending Approval:

(sgd.)
ELPIDIO A. DURWIN, CESO IV
Assistant Regional Director

Approved by:

(sgd.)
AGNES A. DE LEON, CESO IV
Regional Director

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