



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

(June 13, 2024)

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 14,678.00/month for the period July 2024 to December 2024

Location: Regional Office

Qualifications and Skills:

- 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/dilgr2-ada3> or scan the QR Code not later than June 22, 2024:

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;
3. Work Experience Sheet (If applicable);

4. Certificate of Employment for previous employer (if applicable);
5. Duly authenticated photocopy of Transcript of Records;
6. Diploma; and
7. Certificate of Trainings.

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



(sgd.)

IVE B. SALUDEZ
Chief Administrative Officer

Noted by:

(sgd.)

AGNES A. DE LEON, CESO IV
Regional Director

FAD/PHRMS/IBS/GTM/MCD/nar

RO2-FAD-2024-06-11-013

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Contract of Service**

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



Prepared by:

(sgd.)

MARIA LUISA C. DY
HRMO III

Noted by:

(sgd.)

IVE B. SALUDEZ
Chief Administrative Officer

Recommending Approval:

(sgd.)

ELPIDIO A. DURWIN, CESO IV
Assistant Regional Director
COS-RREC Chairperson

Approved by:

(sgd.)

AGNES A. DE LEON, CESO IV
Regional Director