



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

(July 31, 2023)

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 IV**
Php 14,993.00/month for the period August to December 2023

Location: Regional Office

Qualifications and Skills:

- ✓ College Graduate, preferably with units in Accounting;
- ✓ Proficient in oral and written communication;
- ✓ Knowledgeable in MS Office applications and in Reporting System; 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;
- Prepares and updates Financial Reporting System (FRS);
- Attends to the safekeeping of assigned office equipment; and
- Perform other tasks as maybe assigned by the Regional Director or immediate supervisor.

Interested applicants may email the following to r2dilg@yahoo.com not later than August 10, 2023:

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


IVE B. SALUD
Chief Administrative Officer

Noted by:


AGNES A. DE LEON, CESO V
Regional Director