



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
(January 22, 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) DEVELOPMENT MANAGEMENT OFFICER II –**
Php 35,097.00/month for the period February 1, 2024 to June 30, 2024

Location: Regional Office

Qualifications and Skills:

- ✓ Bachelor's Degree related to Public Governance;
- ✓ At least two (2) years of relevant experience in the government service;
- ✓ Proficient in oral and written communication; and
- ✓ Knowledgeable in Adobe applications or other editing tools in preparing infographics, backdrops, publications, audio-visual presentations, and other IEC materials; and
- ✓ Knowledgeable in MS Office applications and in preparing in 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 Locally Funded Projects (LFP) projects;
- Act as Secretariat in all training under LFP programs and projects;
- Facilitate/Coordinate/Assist in the conduct of capacity enhancement training for LGU and community programs;
- Arrange/schedule meetings, and conferences of the Regional Project Development Monitoring Unit (RPDMU) on the discussions on the resolution of issues and concerns at the local level;
- Assist the RPDMU in coordinating with other partner agencies on the implementation of LFP-related projects for Local Government Units (LGUs);
- Monitor the status of activities at the Provincial and Municipal levels;

- Assist the RPDMU 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 RPDMU.
- Provide technical assistance and administrative support to the RPDMU and
- Perform other duties as may be assigned by the immediate supervisor and the management

Interested applicants may email the following to r2ulig@yanoo.com not later than February 1, 2024:

1. Application Letter
2. Duly signed and accomplished 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

(sgd.)
IVE B. SALUDEZ
 Chief Administrative Officer

Noted by.

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

RECEIVED
 FEB 14 2024