


**RELEASED**

BY:   
 DATE: 02-14-2024  
 TIME: 06:45 PM



# WE ARE HIRING

## ONE (1) ADMINISTRATIVE AIDE III (CLERK I)

### Contract of Service

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.

Interested applicants may send their applications not later than **February 24, 2024** to:  
**Applications with incomplete documents shall not be entertained.** ✓

**DIR. AGNES A. DE LEON, CESO IV**  
 Regional Director  
 DILG Region 2  
 Regional Government Center  
 Carig Sur, Tuguegarao City

Email: r2dilg@yahoo.com

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





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 14, 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 March 1, 2024 to June 30, 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;
- 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](mailto:r2dilg@yahoo.com) not later than February 24, 2024:

1. Application Letter;
2. Duly signed and accomplished Personal Data Sheet;
3. Work Experience Sheet;

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

(sgd.)

**IVE B. SALUDEZ**

Chief Administrative Officer

Noted by:

(sgd.)

**AGNES A. DE LEON, CESO IV**

Regional Director

FAD/IBS/GTM/MCD  
RO2-FAD-2024-02-13-022