



REHIYON
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Localism, Partnership, Unity, Service



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

(March 18, 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 ASSISTANT I (ADAS I) –**
Php 18,620.00/month for the period April 1, 2024 to December 31, 2024

LOCATION: REGIONAL OFFICE

QUALIFICATIONS AND SKILLS:

- Male or Female;
- Bachelor's Degree Graduate;
- Computer Literate;
- Proficient in oral and written communication; and
- With good moral character and work attitude.

RESPONSIBILITIES/TASKS:

Administrative Assistant I will serve as the primary point contact person for internal and external offices, institutions and clients related to tracking, filing and safekeeping of documents referred, received, endorsed and released at the Regional Office (RO). He/she is specifically expected to undertake the following:

1. Receiving, releasing and routing of documents pertaining to RTF-ELCAC program;
2. Record incoming and outgoing communications and ensure that all outgoing communications are timely sent and feedbacks from receivers are noted;
3. Maintain a record and filing system as repository of all pertinent program documents at the RO both in hard and electronic copy files;
4. Assist in the preparations and conduct of conferences/meetings;

"Matino, Mahusay at Maaasahan"
Tel. (078) 377-3618

5. Assist in the preparation of reports and other deliverables;
6. Attend to telephone calls, and walk-in-visitors/client of the office;
7. Take charge of the Data Tracking System (DTS) on communications and all related program documents referred, received and released at the Regional Office;
8. Provide administrative support and perform other tasks that may be assigned by the immediate supervisor.

Interested applicants must indicate in their application letter the specific position they are applying for and apply through the link: bit.ly/dilgr2-adas1 or scan the QR code not later than March 28, 2024:

1. Application Letter addressed to RD Agnes A. De Leon, CESO IV;
2. Duly accomplished Personal Data Sheet with recent passport size picture;
3. Work Experience Sheet;
3. Certificate of Employment from previous employer (if applicable);
4. Duly authenticated photocopy of Transcript of Records;
5. Diploma; and
6. Certificate of Trainings.

**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