

WE ARE HIRING



ONE (1) INFORMATION OFFICER Contract of Service

LOCATION : REGIONAL OFFICE

QUALIFICATIONS AND SKILLS:

- Must have at least (1) year of related experience;
- Proficiency in video Editing applications;
- Preferably a graduate of a four-year course on Mass Communication or any other related field;
- Proficiency in the use of Office Productivity Software (Microsoft Office and Google Suite);
- Strong verbal and written communication skills;
- Knowledge in the administration of social media;
- Knowledge in photography and basic graphic design;
- Must be very organized;
- Ability to cooperate with colleagues and different kinds of audiences;
- Output-oriented and ability to accept criticism; and
- Ability to quickly adapt to a new work environment.

Interested applicants must indicate in their application letter the specific position they are applying for and may email the following to r2dilg@yahoo.com not later than **April 05, 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;
4. Certificate of Employment from previous employer (if applicable);
5. Duly authenticated photocopy of Transcript of Records;
6. Diploma; and
7. Certificate of Trainings.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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



Prepared by:

(sgd.)
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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

(March 26, 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) INFORMATION OFFICER – Php 22,190.00/month for the period April 2024 to June 2024**

Location: DILG Regional Office

Qualifications and Skills:

- Must have at least (1) year of related experience.
- Proficiency in video Editing applications
- Preferably a graduate of a four-year course on Mass Communication or any other related field.
- Proficiency in the use of Office Productivity Software (Microsoft Office and Google Suite);
- Strong verbal and written communication skills;
- Knowledge in the administration of social media;
- Knowledge in photography and basic graphic design;
- Must be very organized;
- Ability to cooperate with colleagues and different kinds of audiences;
- Output-oriented and ability to accept criticism; and
- Ability to quickly adapt to a new work environment.

Responsibilities/Tasks:

- Provide Direct Assistance to the Project Managers in preparing complete staff work for all activities related to LGUSS;
- Contribute substantially through research efforts that have the potential to enhance procedures, systems, or policies related to LGUSS;
- Consolidate data and information and translate them to accurate reports useful for concerned staff and personnel;
- Coordinate with other units such as the DILG regional Information and Communication Technology Unit (RICTU), partner bureaus, and LGUs to resolve problems related to duties as necessary;
- Authorized to travel to assist and facilitate the conduct of training, workshops and seminars.
- Create comprehensive systems manual and video tutorials that cover all the sub-systems within LGUSS;

- Prepare official documentation, letters, presentations (including AVPs), and other reports required;
- Maintain and manage the Website, Facebook Pages, and other social media accounts of DILG Region 2;
- Respond to and route inquiries from the website, Facebook Pages, and other social media accounts of DILG Region 2;
- Assist in the creation of templates and IEC of DILG Region 2;
- Prepare Press Releases for RICTU Activities;
- Assist in the preparation of the IED Materials (DILG Annual Report, Coffee Table Book, Amariong);
- Serve as a knowledgeable individual and provide training to Local Government Units (LGUs) on how to utilize LGUSS;
- Assist in the conduct of the Computer Literacy Course (CLiC).
- Assist in the formulation of Regional Policies pertaining the use of the Intranet, Information Systems of the DILG, and maintenance and security of data of DILG Region 2;
- Assist in the formulation of Regional Policies on Social Media Management of DILG Region 2;
- Participate in the planning and development activities for the purpose of creating plans for the implementation of the RICTU PPAs;
- Provide technical assistance on IEC and other ICT-related inquiries;
- Document all Technical Assistance provided on ICT Resources;
- Consolidate Quarterly Accomplishment Report for RICTU;
- Attend Workshops and Trainings on IEC and other ICT-related activities; and
- Perform other related duties under the supervision of the Regional Information Technology Officer.

Interested applicants must indicate in their application letter the specific position they are applying for and may email the following to r2dilg@yahoo.com not later than April 5, 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 for 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



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>

TERMS OF REFERENCE

INFORMATION OFFICER (Regional Office)

I. SCOPE OF WORK : Contract of Service

As **Information Officer (IO)** he/she shall provide assistance to the Regional Office Heads and Immediate Supervisors in the implementation of the **Local Government Unit Support Systems (LGUSS)**, **Local Government Unit Information Management Program (LGUIMP)** and other **Regional Information and Communications Technology Unit (RICTU)** Projects, Plans and Activities.

II. DUTIES AND RESPONSIBILITIES

- Provide Direct Assistance to the Project Managers in preparing complete staff work to all activities related to LGUSS;
- Contribute substantially through research efforts that have the potential to enhance procedures, systems, or policies related to LGUSS;
- Consolidate data and information and translate to accurate report useful for concerned staff and personnel;
- Coordinate with other units such as DILG regional Information and Communication Technology Unit (RICTU), partner bureaus and LGUs to resolve problems related to duties as necessary;
- Authorized to travel to assist and facilitate the conduct of training, workshop and seminars.
- Create comprehensive systems manual and video tutorials that covers all the sub-systems within LGUSS;
- Prepare official documentation, letters, presentations (includes AVPs), and other reports required;
- Maintain and manage the Website, Facebook Pages and other social media accounts of DILG Region 2;
- Respond and route inquiries from the website, Facebook Pages and other social media accounts of DILG Region 2;
- Assist in the creation of templates and IEC of DILG Region 2;
- Prepare Press Release for RICTU Activities;
- Assist in the preparation of the IED Materials (DILG Annual Report, Coffee Table Book, Amariong);
- Serve as knowledgeable individual and provide training to Local Government Units (LGUs) on how to utilize LGUSS;
- Assist in the conduct of Computer Literacy Course (CLIC).
- Assist in the formulation of Regional Policies pertaining the use of the Intranet, Information Systems of the DILG and maintenance and security of data of DILG Region 2;

- Assist in the formulation of Regional Policies on Social Media Management of DILG Region 2;
- Participate in the planning and development activities for the purpose of creating plans for the implementation of the RICTU PPAs;
- Provide technical Assistance on IEC and other ICT related inquiries;
- Document all Technical Assistance provided on ICT Resources;
- Consolidate Quarterly Accomplishment Report for RICTU;
- Attend Workshops and Trainings on IEC and other ICT related activities; and
- Perform other related duties under the supervision of the Regional Information Technology Officer.

III. QUALIFICATION

- Must have at least (1) year of related experience.
- Proficiency in video Editing applications
- Preferably a graduate of a four-year course on Mass Communication or any other related field.
- Proficiency in the use of Office Productivity Software (Microsoft Office and Google Suite);
- Strong verbal and written communications skills;
- Knowledge in the administration of social media;
- Knowledge in photography and basic graphic design;
- Must be very organized;
- Ability to cooperate with colleagues and different kind of audiences;
- Output oriented and ability to accept criticism; and
- Ability to quickly adapt to a new work environment.

IV. DURATION OF WORK

The duration of the engagement shall be three (3) months that is from April 1 to June 30, 2024 with possibility of renewal/extension.

Required to report to office five (5) days a week and with a minimum of 40 work-hours per week, except when on official travel as authorized through a duly approved Office Order, Travel Order or Regional Order.

V. DUTY STATION

DILG Regional Office under the Office of the Regional Director - Regional Information and Communications Technology Unit (ORD-RICTU)

VI. COMPENSATION

TWENTY-TWO THOUSAND ONE HUNDRED NINETY (Php 22, 190.00) per month, payable in two (2) equal installments, that is, on the 15th and 30th of the month.

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