

**WE ARE
HIRING**



**ONE (1) REGIONAL PROJECT OFFICER II
Contract of Service**

LOCATION : REGIONAL OFFICE

QUALIFICATIONS AND SKILLS:

- Bachelor's degree holder preferably Public Administration and other related courses;
- Preferably has experience with government institutions, including work and research, planning, and monitoring and evaluation; and
- Preferably with at least six (6) months of work experience involving technical writing, policy development, research, or project management.

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 06, 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.)
MARIA LUISA C. DY
HRMO III

Noted by:

(sgd.)
IVE B. SALUPEZ
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



REHIYON



E-HUB
Excellence. Hardwork. Unity. Science.



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 27, 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) REGIONAL PROJECT OFFICER II –**
Php 35,097.00/month for the period April 16, 2024 to December 31, 2024

LOCATION: REGIONAL OFFICE

QUALIFICATIONS AND SKILLS:

- Bachelor's degree holder preferably Public Administration and other related courses;
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COMPETENCIES:

Functional Competencies:

- Excellent written and verbal communication skills in English and good technical research writing skills.
- Strong analytical thinking, attention to detail, organizational skills, and work ethics;
- Strong communication and interpersonal skills, demonstrated ability to build trust;
- Provides information and documentation on specific stages of projects implementation;
- Documents and tracks innovative strategies/best practices/new approaches ;
- Understands the main processes and methods of work regarding to the position;
- Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;

- Demonstrates good knowledge of information technology and applies it in work assignments;
- Reports in a timely and appropriate manner; and
- Organizes and prioritizes work schedules to meet needs and deadlines.

Core Competencies

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Initiatives-taking;
- Acting as a team player and facilitating team work;
- Informed and transparent decision making;
- Strong training & facilitation skills; and
- Displayed cultural, gender, religion, race, nationality and age sensitivity and adaptability.

RESPONSIBILITIES/TASKS:

- Serve as the Regional Project Officer for MH-IBF-EWS Ph Project in Tuguegarao City Cagayan, and shall oversee, monitor, and report to the responsible Project Officer the initiatives and overall implementation of the project in their respective Area of Responsibility (AOR). Moreover, he/she shall collaborate and coordinate with other government agencies, and stakeholders within their AOR, relative to the project;
- Act as a focal point for information exchange, clarifying requirements, and addressing administrative and logistical arrangements for project activities in the Region;
- Represent the Region and/or assist in the conduct of workshops, training, and meetings in the Region, if necessary, as coordinated and needed by the Lead Project Officer;
- Plan and execute regional tasks and assist in the completion of targets in the region within the prescribed timeline;
- Provide overall support in the implementation of the project and prepare completed staff work for project output-related activities in the Region.
- Coordinate with other stakeholders in the Region to ensure that the project aligns with the target activities, especially the deliverables of key partners;
- Participate in the conduct of research, fieldwork, and data collection in the Region, as may be required;
- Coordinate and responds to queries and concerns from partner bureaus and/or the Lead Project Officer related to duties and responsibilities;
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse traveling and related expenses; and
- Perform other duties as may be assigned by the immediate supervisor and the management.

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(sgd.)
IVE B. SALUDEZ
Chief Administrative Officer

Noted by:

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

FAD/IBS/GTM/MCD

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