



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

(April 17, 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 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.

Responsibilities/Tasks:

- 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.

Interested applicants may email the following to r2dilg@yahoo.com not later than April 27, 2024:

1. Application Letter;
2. Duly signed and accomplished Personal Data Sheet;
3. Work Experience Sheet;
4. Certificate of Employment for previous employer (if applicable);
5. Duly authenticated photocopy of Transcript of Records; and
6. Diploma.

(sgd.)
IVE B. SALUDEZ
 Chief Administrative Officer

Noted by:

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