



REHIYON



Excellence. Hardwork. Unity. Balance.



BAGONG PILIPINAS

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

(May 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:

- **Two (2) ICT SUPPORT STAFF–**
Php 14,993.00/month for the period June 1, 2024 to December 31, 2024

LOCATION: Regional Office

QUALIFICATIONS AND SKILLS:

- Male or Female; and
- Graduate of Bachelor's Degree.

Skills and Other Qualifications:

- Proficiency in the use of Office Productivity Software (Microsoft Office and Google Suite);
- Adept in troubleshooting both software and hardware issues
- Familiarity with the use of photo and video editing applications
- Good verbal and written communication skills;
- 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 environment.

RESPONSIBILITIES/TASKS:

- Assist in the provision of direct assistance to the Project Managers in preparing complete staff work to all activities related to Local Government Unit Support Systems;
- Assist in creating a comprehensive systems manual and video tutorials that covers all the sub-systems within LGUSS;
- Provides consolidates data and information and translates to accurate
- Carrying out administrative support tasks.
 - Assist in Managing incoming phone calls and emails;
 - Engaging with end-users and collecting client data related to technical problems;
 - Assisting clients in identifying their technical issues;
 - Directing Clients to Higher tier of IT Assistance
 - Coordinating with IT experts to ascertain technical solutions;
 - Generating end-users feedback reports;

- Maintains electronic and physical records;
 - Prepares and disseminates correspondence, reports, press releases, and other pertinent communications;
 - Tracks requests for ICT Technical Assistance;
 - Assists in planning, arranging and managing of RICTU Meetings;
 - Manages RICTU Activities
 - Assist in planning meetings, trainings, and conferences, led by RICTU;
 - Assist in taking and distributes Minutes of the Meetings conducted by RICTU; and
 - Maintains RICTU Office Supplies, Bulletin Board and compliance to 5S.
- Provides such other work related to LGUSS as may be required and assigned by Project Manager and/or immediate supervisory; and
 - Authorized to travel to assist and facilitate the conduct of training, workshop, and seminars.

Interested applicants must indicate in their application letter the specific position they are applying for and apply through the link: <https://bit.ly/DILGR2-ICTTS> or scan the QR code not later than May 27, 2024:

1. Application Letter addressed to RD Agnes A. De Leon, CESO IV;
2. Duly accomplished Personal Data Sheet with recent passport size picture with name tag and signature;
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.



PLEASE NOTE THAT ONLY APPLICATIONS WITH COMPLETE DOCUMENTS SUBMITTED ONLINE WILL BE CONSIDERED IN VIEW OF OUR E-RECRUITMENT PROCESS.

(sgd.)
IVE B. SALUDEZ
 Chief Administrative Officer

Noted by:

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