




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R02-2025-02-21-018

**DILG R2-RECORDS SECTION**  
**RELEASED**

BY:   
DATE: 21 FEB 2025  
TIME: 4:15 PM

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**

(February 20, 2025)

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) Quality Management System (QMS) Officer**  
**Php 22,190.00/month for the period March to December 2025**

**Location: Regional Office**

### **Qualifications and Skills:**

- ✓ **Education:** Bachelor's Degree in any of the following: Management, Business, Public Administration, Information Technology/Computer Science or other related disciplines;
- ✓ Knowledge in ISO 9001:2015 Standard and keen in reviewing ISO documents;
- ✓ Effective oral and written communication skills, interpersonal skills with the ability to communicate with all levels within the organization;
- ✓ Can facilitate training/workshop/meeting/focus group discussion/orientation;
- ✓ Knowledge or experience in developing training materials/kit/lay-outing manuals and IEC materials;
- ✓ Experience in a position involving functions with focus on organizational development, systems improvement, monitoring and evaluation is a plus;
- ✓ Knowledge and experience in improvement tools (Kaizen, Lean, Six, Sigma, etc.) is an advantage;
- ✓ With analytical and synthesis skills;
- ✓ Fully proficient in MS Word, Excel and Powerpoint; and
- ✓ With good moral character and work attitude.

### **Responsibilities/Tasks:**

- Assists all QMS process owners in their roles with data entry, data analysis, research and producing process and system documentation, and reports;
- Provides administrative support including coordination, planning, and conduct of workshops/ trainings/meetings/focus group discussions and other activities;
- Delivers value-adding information such as producing materials that help the organization understand improvement initiatives and share best practice;
- Maintaining and retaining documents and records relevant to the operation of the Region;
- Submission of Monthly Accomplishment Report; and
- Perform other tasks as maybe assigned by the Regional Director or immediate supervisor.

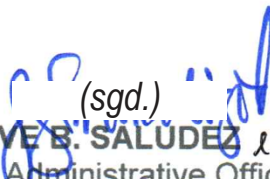
Interested applicants must indicate in their application letter the specific position and place of assignment they are applying for and apply through the link: <https://bit.ly/4ba1e4M> or scan the QR Code not later than March 2, 2025:

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

**Note:** *DILG is proud to be an equal opportunity employer, fostering a workplace that values diversity and inclusion. We strictly prohibit discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected characteristic by law. We welcome applications from all qualified individuals and are dedicated to ensuring a fair and inclusive hiring process. Our commitment extends to providing an environment where everyone has an equal opportunity to thrive and contribute.*



  
(sgd.)  
**IVE B. SALUDEZ**  
Chief Administrative Officer

Noted by:  
(sgd.)  
  
**AGNES A. DE LEON, CESO IV**  
Regional Director  
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# WE ARE HIRING



## ONE (1) QUALITY MANAGEMENT SYSTEM OFFICER LOCATION: REGIONAL OFFICE

### QUALIFICATIONS AND SKILLS:

Education: Bachelor's Degree in any of the following: Management, Business, Public Administration, Information Technology/Computer Science, or other related disciplines

#### Other Qualifications:

- Knowledgeable in in ISO 9001 :2015 Standard and keen in reviewing ISO documents;
- Effective oral and written communication skills, interpersonal skills with the ability to communicate with all levels within the organization;
- Can facilitate training/workshop/meeting/focus group discussion/orientation;
- Knowledge or experience in developing training materials/kit/lay-outing manuals and IEC materials;
- Experience in a position involving functions with focus on organizational development, systems improvement, monitoring, and evaluation is a plus;
- Knowledge and experience in improvement tools (Kaizen, Lean, Six Sigma, etc.) is an advantage;
- With analytical and synthesis skills;
- Fully proficient in MS Word, Excel, and PowerPoint; and
- With good moral character and work attitude.

Interested applicants must indicate in their application letter the specific position and place of assignment they are applying for and apply through the link: <https://bit.ly/4ba1e4M> or the QR Code provided not later than **March 2, 2025**. Further, they are required to submit the following:

1. Application Letter addressed to **RD Agnes A. De Leon, CESO IV**;
2. Duly accomplished and Notarized Personal Data Sheet with recent passport size picture, name tag, and signature with Work Experience Sheet;
3. Certificate of Employment from previous employer (if applicable); and
4. Diploma.



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



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

Prepared by:

(sgd.)  
**ALMIRA B. PASCUAL**  
ADA IV

Noted by:

(sgd.)  
**IVE B. SALUDEZ**  
Chief Administrative Officer

Recommending Approval:

(sgd.)  
**ELPIDIO A. DURWIN, CESO IV**  
Assistant Regional Director

Approved by:

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

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