



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

(January 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) Administrative Assistant II (ADAS II) –**
Php 18, 998.00/month for the period February- June 2025

Location: DILG Batanes

Qualifications and Skills:

- ✓ Bachelor's Degree Graduate;
- ✓ Computer Literate;
- ✓ Proficient in oral and written communication; and
- ✓ With good moral character and work attitude.

Responsibilities/Tasks:

- Receives, records and encodes official communications and routes communications to other units within the Provincial Office;
- Maintains central file of all communication, documents and office supplies received by the office;
- Prepares and encodes/types draft of letters, training designs, reports or research data, sorts and compiles/maintains current records;
- Attends to simple requests/queries of walk-in/phone-in clients;
- Consolidates reports for submission;
- Provides secretariat services to the conduct of trainings; attends to the safekeeping of assigned office equipment; and
- Perform other tasks as maybe assigned by the Provincial 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/40myCk3> or scan the QR Code not later than **January 30, 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;
4. Certificate of Employment from previous employer (if applicable);
5. Duly authenticated photocopy of Transcript of Records; and
6. Diploma.

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

FAD/PHRMS/IBS/GTM/MCD/nar

RO2-FAD-2025-01-16-039



WE ARE HIRING

One (1) Administrative Assistant II (ADAS II) (CONTRACT OF SERVICE)

LOCATION: BATANES

QUALIFICATIONS AND SKILLS:

- Bachelor's Degree Graduate;
- Computer Literate;
- Proficient in oral and written communication; 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/40myCk3> or the QR Code provided not later than **January 30, 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:

Noted by:

(sgd.)
MARIA LUISA C. DY
HRMO III

(sgd.)
IVE B. SALUDEZ
Chief Administrative Officer

Recommending Approval:

Approved by:

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

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