



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
(December 12, 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) ADMINISTRATIVE AIDE I – Utility Worker**
Php 13,000.00/month for the period January 01, 2025 to June 30, 2025

Location: Regional Office

Qualifications and Skills:

- ✓ High School Graduate
- ✓ With good moral character and work attitude

Responsibilities/Tasks:

- Performs manual tasks in landscape gardening or routine cleaning and maintenance work;
- Water and weeds lawns, trims hedges, plants flowering, ornamental herbs, fertilizes and cultivates them;
- Disposes trash properly;
- Ensures cleanliness of the surroundings including the grounds within the perimeter of the Regional Office;
- Runs errands as per instructions/directives of the Regional Director; and
- Does other janitorial tasks.

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/3VuQMOC> or scan the QR Code not later than **December 22, 2024**:

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 for 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.



(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) Administrative Aide I (Utility Worker)
(CONTRACT OF SERVICE)**

LOCATION : REGIONAL OFFICE

QUALIFICATIONS AND SKILLS:

- High School Graduate; 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/3VUJW0K> or scan the QR Code not later than **December 22, 2024**. 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
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.)

MARIA LUISA C. DY
HRMO III

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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