



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII – Caraga Region
Purok 1-A, Brgy. Doongan, Butuan City 8600
Website: www.dilg.gov.ph / Email: official@caraga.dilg.gov.ph; documents.dilg13@gmail.com



NOTICE OF VACANCY

(January 9, 2024)

Title	Administrative Aide
No. of Available Position/s	5
Duration	February 1, 2024 – December 31, 2024
Salary Grade	SG-4 (Php15,586.00)
Location of Work	DILG Regional Office XIII, Butuan City

QUALIFICATIONS:

- Education : Any four-year course
Experience : At least 1 year of relevant experience
Training : At least 8 hours of relevant training

Inter Personal Skills:

- Ability to cooperate and generate cooperation from colleagues and different kind of audiences
- Open mindedness
- Ability to accept criticisms
- Ability to quickly adapt to new environment

Behavioral

- Ability to perform under time pressure, flexible, work independently, manage multiple tasks and work effectively as a leader and team member in fast-paced multi-cultural environment of the government.
- Detail-oriented, organizational skills, demonstrated tendency to problem-solve and take initiative.

SCOPE OF WORK

Administrative Aide will serve as the primary point contact person for internal and external offices, institutions and clients related to tracking, filing and safekeeping of documents referred, received, endorsed and released at the Regional Office (RO). He/She is specifically expected to undertake the following:

1. Serve as alternate in receiving, recording, releasing and routing of documents pertaining to Communicating for Perpetual End for Extreme Violence and Forming Alliance Towards Positive Peace and Enriched Communities (C4PEACE) program ensuring that all outgoing communications are timely sent and feedbacks from receivers are noted;
2. Provide assistance in maintaining a record and filing system as repository of all pertinent Project documents at the RO both in hard and electronic copy files;
3. Serve as alternate in Data Tracking System (DTS) on communications and all related program documents referred, received and released at the Regional Office;
4. Assist in the encoding of program documents and reports (e.g. accomplishment reports, briefers, presentation), as necessary;
5. Assist in the maintenance of database and consolidation of relevant reports (e.g. progress reports, status of requests/queries, subproject status), as necessary;
6. Assist in the preparation of training materials such as supplies, certificates, attendance sheet, registration, etc);



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7. Assist in coordinating with participants from CO, RO, PO and other participants
8. Provide administrative support and perform other tasks that may be assigned.

Interested and qualified applicants may submit their application through tinyurl.com/C4PeaceApplication. Attach the following scanned copies of the following documents below not later than **January 16, 2024 (TUESDAY)**.

1. **PDF file Letter of Intent** addressed to:

Ms. MARIA LOISELLA E. LUCINO, CESO IV
Regional Director
DILG Region XIII
Purok 1A, Upper Doongan, Butuan City

2. **PDF file** duly filled out **Updated Personal Data Sheet New CS Form 212 Rev. 2017** with affix signature and **recent passport size** ID picture
3. **PDF file** of duly filled out **Work Experience Sheet**
4. Photocopy of Transcript of Records (TOR)
5. Copy of Certificate of Eligibility/Rating/License

Reminders:

1. All applications shall only be submitted through the above email address.
2. Documents should be in PDF/JPEG and ensure that they are clear and readable.
3. Incomplete documents shall not be entertained.

"All vacant positions shall be open to all qualified applicants regardless of age, gender identity, sex, sexual orientation, civil status, disability, pregnancy, religion, ethnicity or political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity."


For inquiries, you may call the Personnel Section through **Telephone No. (085) 975-9830**.

Prepared:


MARIE JOY S. LUENGAS
AO V / HRMO III

Certified Correct:


JOCELYN C. JAYOMA
Chief Admin. Officer


ANNABEL F. YANGSON
Chief, LGCDD

Approved:


MARIA LOISELLA E. LUCINO, CESO IV
Regional Director



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