



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

(June 10, 2025)

Title	ADMINISTRATIVE SERVICES OFFICER II (C4Peace Program)
No. of Available Position/s	1
Duration	July 1, 2025 – December 31, 2025
Salary Grade	SG-13/Php31,320.00 (SSL V 4 th Tranche)
Location of Work	DILG Regional Office XIII

QUALIFICATIONS:

- Education : Any **Four-year** course preferably relevant to social development, community development, and/or social work
- Experience : At least **1 year** of relevant progressive work experience in facilitation and community works. Familiarity to administrative works is also required.
- Training : At least **10 hours** of relevant training in community organizing, community mobilization strategies and approaches, social development and/or Popular Education techniques and approaches.

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

As Administrative Services Officer II shall provide technical and administrative support to regional office in achieving the deliverables of Communicating for Perpetual End for Extreme Violence and Forming Alliance Towards Positive Peace and Enriched Communities (C4PEACE) Program, specifically:

Retooled Community Support Program (RCSP) and its milestones

1. Pre-immersion: Organize and convene the RCSP team and Core Team
2. Immersion:
 - Conduct the Ugnayan sa barangay
 - Craft the enhanced Barangay Development Plan (eBDP)
 - Monitor the conduct of Serbisyo Caravan
3. Post-Immersion: Conduct of townhall sessions/convergence with higher LGU
4. Capacity Development: Conduct CapDevt on strengthening of BBIs

“Matino, Mahusay at Maaasahan”

Address | Purok 1-A, Brgy. Doongan, Butuan City, 8600
Tel. No. | (085) 975-9830 to 34
E-Mail | RegionalOffice@caraga.dilg.gov.ph
Website | caraga.dilg.gov.ph

5. Implementation of PPAs: Receive the PPAs from NGAs that address the primary and secondary issues

Capacitating Urban Communities for Peace and Development (CUCPD) Program and its steps

1. Consult: Identify the primary issues and concerns of each sector
2. Identify: Determine most vulnerable sector and most viable solutions to address their issues and concerns
3. Engage: Implement the identified PPAs
4. Assess & Evaluate: Assess the effectiveness of the interventions in addressing the priority issues and concerns

In addition, the Administrative Services Officer II shall carry out the following functions:

1. Act as Regional Coordinator of C4PEACE deliverables and other regional office activities;
2. Ensure that the program and activities at the region, province, city and municipality are implemented in accordance with the overall direction of the program;
3. Ensure the C4PEACE deliverables are implemented efficiently and effectively through different channel;
4. Provide technical support and assistance to the Regional Director and other units within the Regional Office, in setting the operational direction of the program
5. Maintain a record and filing system as repository of all pertinent program documents both in hard and electronic copy files;
6. Attend trainings, seminar-workshops, conferences and other capacity development activities in relation to Project Management Office-administered activities;
7. Perform other tasks that may be assigned, as necessary.

Interested and qualified applicants may submit their application through tinyurl.com/ASOIIVacantPosition2025. Attach the following scanned copies of the following documents below not later than **June 20, 2025 (FRIDAY)**.

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."

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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


MILARIZA L. BENIGA
Chief, LGCDD

Approved:


MARIA LOISELLA E. LUCINO, CESO IV
Regional Director

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