



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Cordillera Administrative Region



NOTICE OF PUBLICATION

DILG – CAR is in immediate need of **one (1) Information Officer III to be hired on Contract of Service Basis** On Job Order basis (until December 31, 2018) with the following qualifications:

- Education : Bachelor's degree preferably in Mass Communication or related discipline.
- Experience : Must have two (2) years experience in journalism, public relations or experience related to the duties and responsibilities of the job title
- Training : Eight (8) hours relevant training
- Eligibility : Career Service Professional/2nd Level Eligibility
- Willing to undergo fieldwork
- Excellent communication and writing skills
- Has the ability to communicate with the LGU functionaries and media
- Proficient in MS Office Applications
- Good interpersonal relationship and work attitude
- Good moral character and work ethics
- Can work under pressure and very minimal supervision

Responsibilities:

- Accountable and responsible for the implementation of internal and external communication and media related activities required for all Locally Funded Project (LFP) concerns;
- Undertake the collection and dissemination of the necessary information regarding planning, organizing and proper development of the LFP information campaigns and LFP success stories documentation;
- Responsible for managing communications and project relations activities of LFPs;
- Provides the media with information about the projects and activities implemented by the Office;
- Assist the LGCDD Chief in the planning, coordination and preparing of all events organized by the unit such as seminars, press conferences, meetings, presentations;
- Undertake any other related duties and functions as may be required by higher authorities

This position is open to all qualified applicants regardless of gender, civil status, disability, ethnicity and/or religion. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **September 14, 2018.**

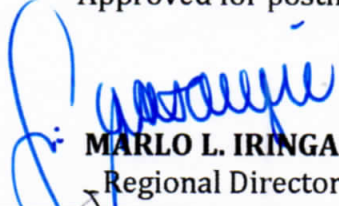
Documents:

- Fully accomplished and subscribed Personal Data Sheet (PDS) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which can be downloaded at www.csc.gov.ph;
- Photocopy of the certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MARLO L. IRINGAN
Regional Director
DILG-CAR
Barangay Center, Upper Session Road
Engineer's Hill, Baguio City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for posting

MARLO L. IRINGAN
Regional Director

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