



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

Region 10 - Northern Mindanao

Masterson Avenue, km 3, Upper Carmen, Cagayan de Oro City, 9000
Telefax Nos. (088) 8582191; 8591245/ (08822) 723768 • Tel. Nos. 8582193; 8591246/723189
website: <http://www.dilg10.org> • Email Add: r10_dilg@yahoo.com • Skype: dilg 10



JOB ORDER ENGINEER AND ADMINISTRATIVE STAFF

The Department of the Interior and Local Government (DILG) Regional Office No. 10, with office address at Masterson Avenue, Upper Carmen, Cagayan de Oro City invites qualified persons to work with the office as Job Orders viz:

1. **1** – Civil Engineer
2. 1- Administrative staff

MINIMUM QUALIFICATIONS:

1. Male or Female;
2. Willing to be assigned anywhere in the Region;
3. Willing to undergo field works;
4. Must not be more than 40 years old;
5. Computer literate particularly in MS word, excel, powerpoint;
6. Minimum of 3-years experience on Water Supply Development and Implementation (preparation of feasibility study, preparation of detailed engineering design, procurement, construction supervision and operation and maintenance)
7. Graduate of Engineering course, preferably a licensed Civil Engineer
8. For the administrative staff, graduate of a college course, preferably BS Accountancy or any related course

TERMS OF REFERENCE:

1. Assist the PDMU Chief in the review of the project proposals, bid documents and bid evaluation reports, detailed engineering designs. Prepare official recommendation for the approval of the project proposals and detailed engineering design;
2. Provide follow-through technical assistance and advisory to the LGUs in the preparation of the project proposals, bid documents, and detailed engineering design;
3. Conduct site validation of the proposed projects prior to the approval of the proposals;
4. Conduct work accomplishments validation prior to the release of funds;
5. Validate the consistency of work accomplishments with the fund utilization;
6. Attend pre-bid conference and bid openings and ensure that the LGUs comply with the policies and requirements of RA 9184;
7. Attend to various consultation processes, initiated by the Regional Office/Local Government Units together with the DILG Central Office;
8. Prepare the regional project monthly accomplishments reports for submission to the DILG Regional Director and the OPDS Director;
9. Prepare other reports required of the project/s;
10. Serve as resource person/facilitator during the workshops being conducted at the regional level;
11. Perform other functions as may be required by the Regional Director.

Submit your resume, academic and non-academic credentials to the Ms. Rosario O. Pelaez, Administrative Officer V, DILG Regional Office No. 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City.

Date of Publication: September 2, 2014

