



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Region V  
Legazpi City, Albay

**I. POSITION:** Regional Assistant Coordinator

**II. NO. OF VACANT POSITION:** One (1)

**III. COMPENSATION:**

**Twenty Two Thousand Three Hundred Sixteen Pesos (Php 22,316.00)** per month, payable in two (2) equal installments, that is on the 15<sup>th</sup> and 30<sup>th</sup> of the month.

**IV. STATUS OF EMPLOYMENT:** Contract of Service

**V. QUALIFICATIONS:**

1. Bachelor's degree preferably a graduate of Social Sciences, Development Studies, Public Administration or related programs;
2. Must have a strong organizational and problem-solving skills, excellent communication skills both written and oral.

**VI. SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Be the assistant focal person in the regional level of the Bantay Korapsyon for the proper implementation of the program in the field and facilitation of visits by the Supervising Authority (SA) and/or other Officers;
- Assists in the management of local government complaints and endorse/refer to proper agency concerned;
- Draft communications in reply to received local government complaints, to be approved by the concerned DILG Regional Director;
- Maintain database on all local government complaints;
- Assist the Bantay Korapsyon Legal Committee Memebers in coordination with the Regional and Provincial Directors, ensure the compliance of LGUs to requirements implemented by the Department through the PMO to prevent corruption;
- Assist the Bantay Korapsyon Legal Committee Members in the submit to supervising Authority, through the BK-PMO, quarterly reports with documentation approved by the Regional Director on the implementation of the program in the field with highlights on major of an official for corruption, among other major accomplishments;
- Attend assemblies and other such meetings organized and facilitated by the Regional Office and Central Office;
- In consideration of the foregoing, be authorized to travel if needed; and
- Perform other tasks assigned by the designated Bantay-Korapsyon Focal Person and Regional Director.