



REHIYON



E-HUB
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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION 02

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
<http://region2.dilg.gov.ph>

ANNOUNCEMENT

(May 17, 2024)

DILG Regional Office No. 02 is in immediate need of a personnel under **Contract of Service** basis with the following location, qualifications, and responsibilities:

- **Five (5) INFORMATION SYSTEMS ANALYST–**
Php 20,402.00/month for the period June 1, 2024 to December 31, 2024

LOCATION: Batanes, Cagayan, Isabela, Nueva Vizcaya, and Quirino

QUALIFICATIONS AND SKILLS:

Education:

- Preferably a graduate of a four-year course in Information Technology, Computer Science, Statistics, or equivalent any other related field;

Experience

- Must have at least one (1) year of experience related to Systems Analysis and Design and Technical Support; and

Training

- At least four (4) hours of training relevant to the position.

Skills and other Qualifications:

- Proficiency in conducting systems analysis and design;
- Proficiency in the use of Office Productivity Software (Microsoft Office and Google Suite);
- Adept in troubleshooting both software and hardware issues;
- Familiarity with Applications Development is an advantage;
- Skilled in the use of photo and video editing applications;
- Good verbal and written communication skills;
- Must be very organized;
- Ability to cooperate with colleagues and different kind of audiences;
- Output-oriented and ability to accept criticism; and
- Ability to quickly adapt to a new working environment.

RESPONSIBILITIES/TASKS:

- Provides direct assistance to the immediate supervisor in preparing complete staff work to all activities related to Local Government Unit Support System
- Provide assistance in the creation of comprehensive systems manual and video tutorials that covers all the sub-systems within LGUSS;

- Prepare official documentation, letters, presentations (includes AVPs), and other reports as required;
- Serve as a knowledgeable individual and provide training to the Local Government Units (LGUs) on how to utilize LGUSS;
- Provide first-level support such as:
 - a. Managing incoming phone calls and emails
 - b. Offering Fundamental Technical Support to all clients
 - c. Engaging with the end-users and collecting client data related to technical problems
 - d. Assisting clients in identifying their technical issues
 - e. Resolving minor IT problems
 - f. Directing clients to higher tier of IT assistance
 - g. Coordinating with IT experts to ascertain technical solutions
 - h. Generating end-users feedback reports
 - i. Providing remote assistance to clients across various regions
 - j. Carrying out administrative Support tasks
- Consolidates data and information and translates to accurate report useful for concerned staff and personnel;
- Contribute substantially through research efforts that have the potential to enhance procedures, systems, or policies related to LGUSS;
- Coordinate with other units such as Regional Information and Communication Technology Unit (RICTU), partner bureaus and LGUs to resolve problems related to duties as necessary;
- Provides such other work related to LGUSS as may be required and assigned by the project manager and/or immediate supervisor; and
- Authorized to travel to assist and facilitate the conduct of training, workshop, and seminars.

Interested applicants must indicate in their application letter the specific position and place of assignment they are applying for and apply through the link: <https://bit.ly/DILGR2-ISA> or scan the QR code not later than May 26, 2024:

1. Application Letter addressed to RD Agnes A. De Leon, CESO IV;
2. Duly accomplished Personal Data Sheet with recent passport size picture with name tag and signature;
3. Work Experience Sheet;
3. Certificate of Employment from previous employer (if applicable);
4. Duly authenticated photocopy of Transcript of Records;
5. Diploma; and
6. Certificate of Trainings.



PLEASE NOTE THAT ONLY APPLICATIONS WITH COMPLETE DOCUMENTS
SUBMITTED ONLINE WILL BE CONSIDERED IN VIEW OF OUR E-
RECRUITMENT PROCESS.

(sgd.)

IVE B. SALUDEZ
Chief Administrative Officer

Noted by:

(sgd.)

AGNES A. DE LEON, CESO IV
Regional Director

FAD/PHRMS/IBS/GTM/mcd

RO2-FAD-2024-05-15-016