



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**  
(August 5, 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:

- **Two (2) INFORMATION SYSTEMS ANALYST–**  
**Php 20,402.00/month for the period August 2024 to December 2024**

**LOCATION: 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**

- None Required

**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;

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- 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/46ofe8X> or scan the QR code not later than August 15, 2024:

1. Application Letter addressed to RD Agnes A. De Leon, CESO IV;
2. Duly accomplished and Notarized Personal Data Sheet with recent passport size picture with name tag and signature;
3. Work Experience Sheet (if applicable);
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.)  
**ELPIDIO A. DURWIN, CESO IV**  
Assistant Regional Director  
Officer-in-Charge

FAD/PHRMS/IBS/GTM/mcd

RO2-FAD-2024-08-02-030



**WE ARE  
HIRING**



**TWO (2) INFORMATION SYSTEMS ANALYST  
(ISA)**

**CONTRACT OF SERVICE**

**LOCATION : QUIRINO AND  
NUEVA VIZCAYA**

**QUALIFICATIONS AND SKILLS:**

- Preferably a graduate of four-year course in Information Technology, Computer Science, Statistics or equivalent any other related field; and
- At least four (4) hours of training relevant to the position.

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/46ofe8X> or scan the QR Code not later than **August 15, 2024**.

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Refer to link for the **COMPENSATION, OTHER  
QUALIFICATIONS, DUTIES AND RESPONSIBILITIES  
and APPLICATION REQUIREMENTS**



Prepared by:

(sgd.)  
**MARIA LUISA C. DY**  
HRMO III

Noted by:

(sgd.)  
**IVE B. SALUDEZ**  
Chief Administrative Officer

Approved by:

(sgd.)  
**ELPIDIO A. DURWIN, CESO IV**  
Assistant Regional Director  
Officer-in-Charge