



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

(November 13, 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:

- **One (1) FINANCIAL ANALYST I (FA I)**
Php 25, 439.00/month for the period November 2024 to December 2024

Location: Regional Office

Qualifications and Skills:

- Graduate of Bachelor's Degree in Finance, Accountancy or any related course;
- Proficient in oral and written communication skills; and
- Knowledgeable in MS Office applications.

Responsibilities/Tasks:

- Assist the RPDMU in overseeing the over-all financial aspect/concerns of the locally-funded projects in coordination with the DILG Regional Office-Finance and Administrative Division;
- Monitor the monthly disbursement of MOOE and project funds of the locally-funded projects;
- Assist the Financial Analyst II in the preparation and submission of Monthly Status Report of the project and operational funds of locally-funded projects and regularly provide inputs in the google shared from the DILG CO OPDS for tracking fund utilization;
- In coordination with the Finance Section of the Finance and Administrative Division, assist the Financial Analyst II in providing inputs in the preparation of the works and financial plan and work breakdown structures of the regional hired staff charged against MOOE of the locally-funded projects;
- Assist the Financial Analyst II in coordinating with DILG CO and other Finance Officers in the areas of planning and budgeting of related activities under the locally-funded projects;
- Assist the Financial Analyst II in facilitating the timely release of funds to the LGUs and monitor its judicious utilization and ensures timely liquidation;

- Attend all meetings and provide solutions to financial issues and concerns pertaining to locally-funded projects;
- Assist the Financial Analyst II in establishing and maintaining the bookkeeping of locally-funded project funds and the sub-allotted operational funds of the region; and
- Performs other tasks as assigned by the immediate supervisor and the Regional Director.

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/3YN8FsY> or scan the QR Code not later than November 23, 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, name tag and signature;
3. Work Experience Sheet (if applicable);
4. Certificate of Employment for previous employer (if applicable);
5. Duly authenticated photocopy of Transcript of Records;
6. Diploma; and
7. 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