



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

ANNOUNCEMENT (July 31, 2019)

DILG Regional Office No. 02 is in immediate need of a personnel on **Contract of Service basis** to be assigned at the **DILG – NUEVA VIZCAYA** with the following qualifications and responsibilities:

- **One (1) ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)- Php 16,758.00 00/ month for a maximum of 22 working days in a month. (PO-NUEVA VIZCAYA)**

- ✓ Male or Female
- ✓ Graduate OF 4-year Finance, Accountancy, or any related course
- ✓ At least 1-year of related experience
- ✓ Knowledgeable in MS Office applications
- ✓ With good moral character and work attitude

Responsibilities/Task:

- Assist the Financial Analyst III in overseeing the over-all financial aspect/concerns of the locally-funded projects in coordination with the DILG-RO Finance and Administrative Division;
- Assist the Financial Analyst III in monitoring monthly disbursement of the MOOE and project funds of the locally-funded projects;
- Assists the Financial Analyst III in preparing and submitting 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 Budget and Finance Section, assists the Financial Analyst III in providing inputs in the preparation of the works and financial plan and the work breakdown structures of the regional hired staff charged against MOOE of the locally-funded projects;
- Assist the Financial Analyst III 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 III in facilitating the timely release of funds to the LGUs and monitors its judicious utilization and ensures timely liquidation;



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 02
Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

- Assists the Financial Analyst III in establishing and maintaining the bookkeeping of locally-funded project funds and the sub-allotted operational funds of the region;
- Performs other functions as maybe assigned by the immediate supervisor and the Director.

Interested applicants may submit/send the following to DILG Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City not later than August 6, 2019, or email to r2dilg@gmail.com:

1. Application Letter
2. Duly accomplished and updated Personal Data Sheet
3. Certificate of Employment from previous employer (if applicable)
4. Photocopy of License (if applicable)
5. Duly authenticated photocopy of Transcript of Records and Diploma

NOTE: Incomplete documents and late submission will not be entertained.

A handwritten signature in blue ink, appearing to read "Ive B. Saludez".

IVE B. SALUDEZ
OIC-Chief Administrative Officer

Noted:

A handwritten signature in blue ink, appearing to read "Jonathan Paul M. Leusen, Jr.".

JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director