



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

(June 25, 2018)

DILG Regional Office No. 02 is in immediate need of **One (1) FINANCIAL ANALYST III** with monthly a salary of **Php 31,353.00** on Contract of Service basis to be assigned at the **Regional Office**, with the following qualifications and responsibilities:

- Male or female
- Bachelor's Degree relevant to the job
- With two (2) years relevant experience
- Must be computer literate and knowledgeable in Microsoft Excel

Responsibilities/Tasks:

1. Supervises the over-all financial aspect/concerns of the Program SALINTUBIG, Bottom-Up-Budgeting Process (BuB) and other locally funded projects;
2. Provides directions to the Region and recipient LGUs in the areas of planning, budgeting of water and sanitation related activities of the programme;
3. Prepares all necessary Financial Reports and requests to Donor agencies (UNDP/UNICEF, NEDA and DBM) for the release of funds and conduct dialogue with the officers and staff when necessary;
4. Facilitates timely release of funds to the Region, monitor its judicious utilization and ensure its timely liquidation to the Central Office;
5. Acts as Resource Person on all financial related concerns/orientation/workshop of the program
6. Prepares budget forms and requests for submission to DILG Planning, Budget, Accounting (FMS) and DBM;
7. Attend to all meetings and provide solutions to financial issues and concerns of the Water Sanitation Services Unit-Office of Project Development Service Unit and Region related to the program;
8. Performs other functions as may be assigned by the Regional Director.

Interested applicants may submit/send the following to DILG Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City or email to r2dilg@yahoo.com not later than July 04, 2018:

1. Application letter addressed to:

Jonathan Paul M. Leusen, Jr., CESO IV
Regional Director

2. Duly accomplished Personal Data Sheet (CSC No. 212 Revised 2017)
3. Duly authenticated photocopy of TOR and Diploma
4. Certificate of Employment from previous employer (if applicable)

LORNA M. DURWIN
Chief Administrative Officer

Noted:

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