



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**  
(February 03, 2023)

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) INFORMATION SYSTEMS ANALYST I – Php 27,608.00/month for the period February 2023 to December 2023**

**Location: One (1) Regional Office**

**Qualifications and Skills:**

- ✓ Degree on BS Information Technology/Computer Science or equivalent;
- ✓ Willing to undergo fieldwork;
- ✓ Four (4) hours relevant training;
- ✓ With at least one (1) year relevant experience; and
- ✓ Must have good verbal communication skills in local dialects of the Region.

**Responsibilities/Tasks:**

- Assist all DILG and LGU users of SubayBayan, Rapid Subproject Sustainability Assessment System and other LFP related platforms and applications;
- Assist the ISA III in maintaining the M&E information systems and cater to all system-related concerns such as system bugs and errors and continuously provide recommendations for system development to the ISTMS, through OPDS;
- Assist the ISA III in providing IT Support to all DILG and LGU Users in the conduct of evaluation/ analysis of reports relative to LFP-related programs;
- Assist the ISA III in coordinating with the Regional Information and Communication Technology Unit (RICTU) in the management of DILG and LGU user accounts in SubayBayan and RSSA;
- Assist the ISA III in preparing regular status report on the implementation of LFP-related programs;
- Assist during the conduct of Seminars/Workshop on Information Technology-related concerns;
- Coordinate with ISA III regarding Information Technology-related concerns;

- Prepare the necessary correspondence pertinent in the implementation of the program;
- Provide input on the periodic work plan and accomplishment of the PDMU;
- Attend meetings / workshops and other related activities;
- Prepared individual compliance and administrative requirements; and
- Perform other functions that may be required by the supervisor.

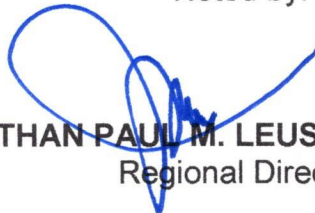
Interested applicants may email the following to [r2dilg@yahoo.com](mailto:r2dilg@yahoo.com) not later than February 13, 2023:

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



**IVE B. SALUDEZ**  
Chief Administrative Officer

Noted by:



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