



'14 MAR 2017
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Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Cordillera Administrative Region

ANNOUNCEMENT

DILG – CAR is in immediate need of **one (1) Financial Analyst III** on Job Order basis with the following qualifications:

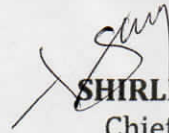
- Male or Female
- Education: Bachelor's degree relevant to the job
- Experience: 2 years relevant experience

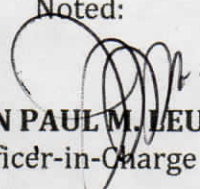
Responsibilities:

- Supervises the over-all financial aspect/concerns of the Program SALINTUBIG, Bottom-Up-Budgeting Process (BUB)/Assistance to Disadvantaged Municipalities (ADM) and other locally funded projects
- Provides directions to the Regions and recipient LGUs in the areas of planning, budgeting of water and sanitation related activities of the program
- 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
- Facilitates timely release of funds to the Regions, monitor its judicious utilization and ensure its timely liquidation to the Central Office
- Acts as Resource Person on all Finance related concerns/orientation/workshop of the Program, prepares budget forms and requests for submission to DILG Planning, Budget, Accounting (FMS) and DBM
- 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 Regions related to the Program
- Performs other functions as may be assigned

Submit/send:

Application letter and pertinent documents to DILG-CAR, Barangay Center, Upper Session Rd., cor. North Drive, Baguio City **not later than March 17, 2017.**


SHIRLEY EVANGELINE V. MON
Chief Administrative Officer

Noted:

JONATHAN PAUL M. LEUSEN, JR
Officer-in-Charge

