



**Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Region XIII (CARAGA REGION)**

012-142  
DILG - REGION XIII  
**RELEASED**  
DATE: JAN 12 2021  
TIME: 8:31 AM  
BY: [Signature]

**NOTICE OF VACANCY**  
(As of January 8, 2021)

<b>Title</b>	Data Analyst
<b>No. of Available Positions</b>	1
<b>Salary Grade</b>	Php 27,755.00
<b>Duration</b>	January to December 2021 (renewable every 6 months)
<b>Location of Work</b>	DILG Regional Office XIII, Butuan City
<b>Line of Reporting</b>	DILG Regional Information Tech. Officer

**Background:**

In line with the MITHI approved and funded Information Systems Strategic Plan (ISSP) FY 2021 of the Department, the Information Systems and Technology Management Service (ISTMS) recommends this Terms of Reference for the hiring of job order (Data Analyst) to carefully and successfully examine complex data from the regions and turn it into information and insight for decision and policy formulation.

**Educational and Experience:**

- Bachelor's Degree in Information Technology, Computer Science or Statistics or equivalent.
- Must have at least one (1) year of experience related to the job / or trainings as specified in the qualifications

**Qualifications:**

- **Technical working knowledge on the following:**
  - ✓ Data Cleaning
  - ✓ Data Analysis
  - ✓ Relational Database Management Systems (RDBMS) preferably MySQL/MariaDB database
  - ✓ Structured Query Language (SQL)
- **Intermediate level technical writing and communication skills**
  - ✓ Conduct research and write-up relative to data quality management
  - ✓ Prepares draft memorandum letter
- **Inter Personal Skills**
  - ✓ Ability to cooperate and generate cooperation from colleagues and different kind of audiences
  - ✓ Open mindedness
  - ✓ Ability to accept criticisms
  - ✓ Ability to quickly adapt to new environment

**Duties and Responsibilities:**

The Data Analyst must provide the following services:

- Provide Data Quality Development Plan;
- Comply with the Data Quality Management;
- Identify, compare, and resolve data quality problems within the region;
- Evaluate large dataset for quality and accuracy;
- Work with Database Administrator to correct data quality errors;
- Determine root cause for data quality errors and make recommendations for solutions;
- Research and determine scope and complexity of issue so as to identify steps to fix issue;

- Develop process improvements to enhance overall data quality;
- Develop and execute data cleanup measures;
- Maintain a record of original data and corrected data;
- Ensure adherence to data quality standards;
- Resolve all internal data exceptions in timely and accurate manner;
- Identify areas of improvement to achieve data quality
- Analyze, query and manipulate data according to defined business rules and procedures;
- Works under the supervision of the Regional Information and Technology Officer (RITO)

Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter and sent to the address below not later than **January 15, 2021**.

1. Fully accomplished Updated Personal Data Sheet **New CS Form 212 Rev. 2017** with **recent passport size** picture
2. Photocopy of Transcript of Records (TOR)
3. NBI Clearance

**Send to:** **LILIBETH A. FAMACION, CESO III**  
Regional Director  
DILG Region XIII (Caraga)  
Purok 1A, Upper Doongan, Butuan City

Prepared:

  
**MARIE JOY S. LUENGAS**  
AO V / HRMO III

Certified Correct:

  
**JOCELYN C. JAYOMA**  
Chief, Admin. Officer

  
**VINCENT TROY A. CALO**  
Information Tech. Officer

Approved:

  
**LILIBETH A. FAMACION, CESO III**  
Regional Director