



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



**NOTICE OF VACANCY**

(May 11, 2022)

Position	Information Systems Analyst II (SG-16)
No. of Available Positions	1
Salary Grade/Monthly Salary	Php 36,628.00
Duration	July - December 2022
Location of Work	DILG Regional Office XIII, Butuan City

**I. Rationale:**

The DILG is spearheading the Monitoring and Evaluation of Infrastructure Projects of Local Government Units, as funded under Republic Act No. 11639 or the FY 2022 General Appropriations Act (GAA) Special Provision No. 4 under DILG-OSEC budget.

To facilitate this, the **RBME of LGU Infrastructure Projects** or "**RLIP**" is being piloted to improve tracking and measurement of LGU performance in the implementation and management of infrastructure projects, and to meet the changing demands for transparency and accountability at all levels of government. As stated in the GAA, a concerted shift to an enhanced monitoring and evaluation (M&E) model anchored on the Results-based Monitoring and Evaluation (RBME) system is crucial to effectively assess governance results under the devolved system.

Relative to this, a Monitoring Support Team at the Regional level shall be engaged to provide support for the overall implementation of the *RLIP* and to coordinate the efforts of all project stakeholders. This function requires increased amounts of work in terms of coordination, monitoring and evaluation, and others. Thus, the need for additional personnel support.

**II. Scope of Services:**

In coordination with the head of the Project Development and Management Unit (PDMU), the Information Systems Analyst II (ISA II) shall provide their technical expertise relative to the conduct of monitoring and evaluation of LGU performance in the implementation of LGU infrastructure projects under the RBME of LGU Infrastructure Projects or RLIP.

Listed below are the specific functions of the **Information Systems Analyst II**:

- Act as coach and mentor for all DILG and LGU users of SubayBayan, Rapid Subproject Sustainability Assessment System, and Devlive application;
- Maintain 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;
- Provide IT support to the PEO III in the RO and PEO IIs in the DILG Provincial Offices in the conduct of evaluation/analysis of reports related to RBME;
- Coordinate with the Regional Information and Communication Technology Unit (RICTU) in the management of DILG and LGU user accounts in SubayBayan and RSSA
- Prepares regular status report on the implementation of the *RBME for LGU Infrastructures*
- Act as Resource Person during the Seminars/Workshops on Information Technology-related Programs;
- Coordinate with ISA III through the PEO III assigned in the Region regarding Information Technology-related concerns
- Prepare the necessary correspondence pertinent in the implementation of the program
- Provide inputs on the periodic work plan and accomplishments of the PDMU;

- Attend meetings/workshops and other related activities;
- Prepare individual compliance and administrative requirements; and
- Perform other functions that may be required by the supervisor.

### III. Qualification Requirements:

- Degree on BS Information Technology / Computer Science or equivalent;
- Must have at least 1 year of relevant experience; and
- 8 hours of relevant training

### IV. Expected Output/Deliverables:

- Weekly accomplishment report;
- Weekly system maintenance and downtime report;
- Monthly encoding and image uploading compliance report;
- Reports pertaining to SubayBAYAN system accomplishments and updates; and
- Other matters assigned in relation to the scope of work for immediate and apt submission to the Office of the Director or as frequent as needed.

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 **May 20, 2022**.

1. Application Letter (specific position)
2. **Fully accomplished Updated Personal Data Sheet (CS Form 212 Rev. 2017) with recent passport size** picture
3. Photocopy of Transcript of Records (TOR) & Diploma

#### 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

Approved:

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