



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region XIII – Caraga Region
Purok 1-A, Brgy. Doongan, Butuan City 8600
Website: www.dilg.gov.ph / Email: official@caraga.dilg.gov.ph; documents.dilg13@gmail.com



NOTICE OF VACANCY

(January 9, 2024)

| | |
|------------------------------------|---|
| Title | Information Systems Analyst II |
| No. of Available Position/s | 1 |
| Duration | February 1, 2024 – December 31, 2024 |
| Salary Grade | SG- 13 (Php31,320.00) |
| Location of Work | DILG Regional Office XIII |

QUALIFICATIONS:

Education : Bachelor's degree in IT; Computer Science or its equivalent
Experience : At least 1 year of relevant experience.
Training : At least 8 hours of relevant training

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

Behavioral

- Ability to perform under time pressure, flexible, work independently, manage multiple tasks and work effectively as a leader and team member in fast-paced multi-cultural environment of the government.
- Detail-oriented, organizational skills, demonstrated tendency to problem-solve and take initiative.

SCOPE OF WORK

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 the Retooled Community Support Program (RCSP) across the region.

SPECIFIC FUNCTION AND DUTIES

- 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 LEO 70, through PMO;
- Provide IT support to the CDO III in the RO and CDO II in the DILG Provincial

Offices in the conduct of evaluation/analysis of reports;

- Prepare regular status report on the implementation of the *Retooled Community Support Program (RCSP)*;
- Act as Resource Person during the Seminars/Workshops on Information

Technology-related Programs;

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



"Matino, Mahusay at Maaasahan"
Tel. No. (085) 975-9830 to 34

EXPECTED OUTPUTS/DELIVERABLES AND SCHEDULE OF SUBMISSION OF OUTPUTS

- Weekly accomplishment report;
- Weekly system maintenance and downtime report;
- Monthly encoding and image uploading compliance report;
- 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 may submit their application through tinyurl.com/C4PeaceApplication. Attach the following scanned copies of the following documents below not later than **January 16, 2024 (TUESDAY)**.

1. **PDF file Letter of Intent** addressed to:

Ms. MARIA LOISELLA E. LUCINO, CESO IV
Regional Director
DILG Region XIII
Purok 1A, Upper Doongan, Butuan City

2. **PDF file** duly filled out **Updated Personal Data Sheet New CS Form 212 Rev. 2017** with affix signature and **recent passport size** ID picture
3. **PDF file** of duly filled out **Work Experience Sheet**
4. Photocopy of Transcript of Records (TOR)
5. Copy of Certificate of Eligibility/Rating/License


Reminders:

1. All applications shall only be submitted through the above email address.
2. Documents should be in PDF/JPEG and ensure that they are clear and readable.
3. Incomplete documents shall not be entertained.

"All vacant positions shall be open to all qualified applicants regardless of age, gender identity, sex, sexual orientation, civil status, disability, pregnancy, religion, ethnicity or political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity."

For inquiries, you may call the Personnel Section through **Telephone No. (085) 975-9830**.

Prepared:


MARIE JOY S. LUENGAS
AO V / HRMO III

Certified Correct:


JOCELYN C. JAYOMA
Chief, Admin. Officer


ANNABEL F. YANGSON
Chief, LGCPD

Approved:


MARIA LOISELLA E. LUCINO, CESO IV
Regional Director



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