



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 6, 2025)

Title	INFORMATION SYSTEMS ANALYST I (ICT Projects)
No. of Available Position/s	2
Duration	January 15, 2025 to June 30, 2025
Salary Grade	Php29,165.00
Location of Work	1 – DILG, Agusan del Norte 1 – DILG, Butuan City

QUALIFICATIONS:

- Education : Bachelor's degree in Information Technology, Computer Science, Statistics, or equivalent
- Experience : At least 1 year of experience related to Systems Analysis and Design and Technical Support
- Training : At least 4 hours of relevant training
- Skills : Strong written and oral communication is an advantage
- Eligibility : N/A

SKILLS QUALIFICATION STANDARDS

- Proficiency in conducting system analysis and design
- Advanced skills in utilizing Microsoft Office applications
- Adept at troubleshooting both software and hardware issues
- Familiarity with Applications Development is an advantage
- Skilled in the use of video editing applications

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.

SPECIFIC FUNCTIONS AND DUTIES

- Provides direct assistance to the immediate supervisor in preparing complete staff work to all activities related to Local Government Unit Support Systems;
- Provide assistance in the creation of comprehensive systems manual and video tutorials that covers all the subsystems within LGUSS;
- Prepare official documentation, letters, presentations (includes AVPs), and other reports as required;
- Serve as a knowledgeable individual and provide training to Local

- Government Units (LGUs) on how to utilize LGUSS;
- Provides first-level support such as;
 - Managing incoming phone calls and emails
 - Offering fundamental technical support to all clients
 - Engaging with the end-users and collecting client data related to technical problems
 - Assisting clients in identifying their technical issues
 - Resolving minor IT problems
 - Directing clients to higher tiers of IT assistance
 - Coordinating with IT experts to ascertain technical solutions
 - Generating end-users feedback reports
 - Providing remote assistance to clients across various regions
 - Carrying out administrative support tasks
- Consolidates data and information and translates to accurate report useful for concerned staff and personnel;
- Contribute substantially through research efforts that have the potential to enhance procedures, systems, or policies related to LGUSS;
- Coordinates with other units such as DILG Regional Information and Communication Technology Unit (RICTU), partner bureaus and LGUs to resolve problems related to duties as necessary;
- Provides such other work related to LGUSS as may be required and assigned by the Project Manager and/or immediate supervisor.
- Authorized to travel to participate, assist, and facilitate the conduct of training, workshops, and seminars.

DURATION

The contract of service shall be for a maximum of six (6) months and renewable at the end of each semester.

Interested and qualified applicants may submit their application through personnelsection.dilg13@gmail.com. Attach the following scanned copies of the following documents below not later than **January 14, 2025 (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 & Notarized 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)

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 II

Certified Correct:


JOCELYN C. JAYOMA
Chief, Admin. Officer


VINCENT TROY A. CALO
Unit Chief, RICTU

Approved:


MARIA LOISELLA E. LUCINO, CESO IV
Regional Director