



NOTICE OF JOB VACANCY

Position Title: **INFORMATION SYSTEM ANALYST I**

Item No.: **PSHSB-INFOA1-14-2010**

Compensation Package:

- Monthly Salary: SG12
- Magna Carta Benefits
- Bonuses & Allowances

Place of Assignment: **Office of the Campus Director, Philippine Science High School - Central Mindanao Campus, Brgy. Nangka, Balo-i, Lanao del Norte**

Minimum Qualifications:

- Education: Bachelor's degree in Information Technology or any other related courses
- Eligibility: Career Service (Professional) Second Level Eligibility
- Relevant Experience: None Required
- Relevant Training: None Required
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime

Job Functions:

- Ensures that files are backed-up and protected (on site and off site)
- Shall be responsible for the maintenance of web-based updating of information;
- Shall be responsible in restoring data in the server in the event of data corruption or deletion;
- Application error related to the system shall be reported immediately;
- Prepares IT equipment & software preventive maintenance plan;
- Preventive maintenance of all IT equipment & software;
- Gives user copy of recovered files;
- Records in the IT Job Request Form;
- Does other functions which include:
 - Provide staff and users assistance in solving computer related problems such as malfunction & program problems;
 - Tests, maintains & monitors computer programs & systems, including installation;



- Coordinates, links the computer system within an organization to increase compatibility for information;
- Consults with management to ensure agreement on system principles.

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Note:

1. Interested and qualified applicants should submit the following:

- a. Application Letter;
- b. Fully accomplished **Personal Data Sheet** (use/fill out the CSC Form 212, Revised 2017 which can be downloaded at www.csc.gov.ph) that should be answered properly and completely, e.g., "inclusive dates (mm/dd/year - mm/dd/year)", etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE**, as appropriate);
- c. Copy of Official Transcript of Records;
- d. Certificates of training and previous employment

Application documents may be submitted personally, via e-mail, or courier service to the address below not later than **June 30, 2022 at 5:00 PM.**

FRANKLIN L. SALISID

Director III

Philippine Science High School-Central Mindanao Campus

Nangka, Balo-i, Lanao del Norte

Tel. No.: (063) 221-7463 / 09157467686

E-mail: records@cmc.pshs.edu.ph / recruitment@cmc.pshs.edu.ph

Applications with incomplete documents shall not be entertained.

PSHS-CMC abides with the existing policy of no discrimination based on gender identity, sexual orientation, disabilities, religion, and/or indigenous group membership in the hiring process.