



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**PHILIPPINE SCIENCE HIGH SCHOOL –CENTRAL MINDANAO CAMPUS**



## NOTICE OF JOB VACANCY

Position Title: **INFORMATION SYSTEM ANALYST I**

Item No.: **PSHSB-INFOSA1-14-2010**

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.

Notes:

1. Applicant must be Filipino citizen and must meet or may exceed the minimum requirements of the vacant position.
2. 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](http://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. Photocopy of Official Transcript of Records;
  - d. Photocopy of Certificate of Employment;
  - e. Photocopy of Certificate of Trainings;
  - f. Performance rating in the last rating period (if applicable); and
  - g. Job Description of previous employment.

**Application documents may be submitted personally, via e-mail, or courier service to the address below not later than **October 14, 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](mailto:records@cmc.pshs.edu.ph) / [recruitment@cmc.pshs.edu.ph](mailto: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.