



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 II**

Item No.: **PSHSB-INFOSA2-10-2022**

Compensation Package:

- Monthly Salary: SG16
- 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:

- Bachelor's degree in Information Technology or any other related courses
- Career Service (Professional) Second Level Eligibility
- One (1) year of relevant experience
- 4 hours of relevant training
- Filipino citizen, with good moral character, have never been found guilty/convicted of any administrative offence and/or crime

Job Functions:

- Establishes a reliable monitoring system of the network to maintain and ensure secured database of the campus online and LAN-based services;
- Conducts ICT readiness and assessment and facilitates campus ICT Roadmap;
- Prepares the ICT needs and inventory of the Campus in compliance with the PSHSS Information Systems Strategic Plan (ISSP)
- Coordinates with the PSHS System OED- Knowledge and Innovation Division(KID) on ICT-related concerns;
- Participates in a variety of planning and development activities for the purpose of creating short and long range plans for the ongoing support to PSHS;
- Prepares written materials for the purpose of documenting activities, providing written reference, and /or conveying information effectively; and
- Performs other duties that may be required by the Campus Director.

Notes:

1. Applicant must be Filipino citizen and must meet or may exceed the minimum requirements of the vacant position.



Republic of the Philippines

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



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) 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 / 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.