



Republic of the Philippines

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



Certificate No.
PHP QMS 21 93 0067

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.



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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.