



Republic of the Philippines
Department of Education
VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Information And Communications Technology Service
DIVISION/UNIT:	User Support Division
POSITION PROFILE	
Position: Information Systems Analyst II	Salary Grade: 16 Annual Salary: ₱ 439,536.00
Item No.: OSEC-DECSB-INFOSA2-18-2015	Other Incentives/Bonuses: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year bonus• Productivity Enhancement Incentive• Clothing Allowance• Cash Gift• Year-end bonus
JOB DESCRIPTION	
The position is responsible for assisting in establishing and managing the operations of a Help Desk service that will deliver front-line support to users, implementers of various ICT-enabled information systems centrally managed by the department, and owners of end-point ICT technologies. The position is also responsible for assisting in capacity-building activities, monitoring and evaluating implementation of ICT programs and projects, providing coordination support and establishing and building a knowledge-base of all ICT-enabled information systems.	
QUALIFICATIONS	
Education	Bachelor's degree in Information Technology or other related courses
Experience	1 year of experience in Information Technology or other related fields
Training	4 hours of training in Information Technology or other related trainings
Eligibility	Career Service (Professional) Second Level Eligibility

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements* through <https://bit.ly/depedcob81> ** on or before **September 30, 2021**:
 - a. Letter of Intent (addressed to Mr. Francis Allen B. Dela Cruz, Chief Administrative Officer of the Personnel Division). **Kindly include the position with the corresponding division/office, bureau, item number, and strand you are applying for.**
 - b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>*
 - c. Curriculum Vitae
 - d. Photocopy of one (1) government-issued ID
 - e. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
 - f. Photocopy of the **latest** Transcript of Records
 - g. Photocopy of the **3 Performance ratings** for the **last 3 rating periods (2020 & 2021)** (**One (1) performance rating is equivalent to six (6) months**)
 - h. Certificates of **relevant trainings** and **seminars** attended.
 - i. Certificates of outstanding accomplishments (**Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker**)

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

* *Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.*

** *If the link does not redirect you to the online application form, please type the address manually.*