



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Region V  
Legazpi City, Albay

**I. POSITION:** Information System Analyst II

**II. NO. OF VACANT POSITION:** Two (2)

**III. COMPENSATION:**

**Thirty Five Thousand One Hundred Six Pesos (Php 35,106.00)** per month, payable in two (2) equal installments, that is on the 15<sup>th</sup> and 30<sup>th</sup> of the month.

**IV. STATUS OF EMPLOYMENT:** Contract of Service

**V. QUALIFICATIONS:**

- a. Bachelor's Degree Graduate
- b. At least 2 years relevant experience and trainings related to the job
- c. Computer Literate
- d. Have good written and oral communication skills

**VI. SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assist the Division's Engineers in the final vetting of LGSF project information, milestones, physical and financial data that are encoded by LGUs in SubayBayan;
- Act as coach and mentor for all DILG and LGU users of SubayBayan,, Rapid Subproject Sustainability Assessment System, and Devlie application;
- Extract and consolidate reports from SubayBayan on a monthly basis;
- Prepare monthly ratings of DILG-FO and LGUs on compliance with SubayBayan requirements;
- Maintain the M&E information systems and cater to all system-related concerns such as system bugs and errors and continuously provide recommendations for system development to the ISTMS;
- Provide IT support in the Assessment and improvement of existing monitoring and evaluation (M&E) systems of the LGSF;
- Provide IT support in the development of monitoring and evaluation (M&E) system tools of the LGSF, such as but not limited to data capture forms/sheets;
- Provide inputs on the periodic work plan and accomplishments of the PMED;
- Attend meetings/workshops and other related activities;
- Prepare individual compliance and administrative requirements; and
- Perform other functions that may be required by the supervisor.