



Republic of the Philippines
DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

RBME OF LGU INFRASTRUCTURE PROJECTS PROJECT MONITORING SUPPORT TEAM

TERMS OF REFERENCE Information Systems Analyst II (SG-16)

I. RATIONALE

The DILG is spearheading the *Monitoring and Evaluation of Infrastructure Projects of Local Government Units*, as funded under *Republic Act No. 11639* or the *FY 2022 General Appropriations Act (GAA) Special Provision No. 4* under *DILG-OSEC budget*.

To facilitate this, the ***RBME of LGU Infrastructure Projects*** or "***RLIP***" is being piloted to improve tracking and measurement of LGU performance in the implementation and management of infrastructure projects, and to meet the changing demands for transparency and accountability at all levels of government. As stated in the GAA, a concerted shift to an enhanced M&E model anchored on the Results-based Monitoring and Evaluation (RBME) system is crucial to effectively assess governance results under the devolved system.

Relative to this, a Monitoring Support Team at the Regional level shall be engaged to provide support for the overall implementation of the *RLIP* and to coordinate the efforts of all project stakeholders. This function requires increased amounts of work in terms of coordination, monitoring and evaluation, and others. Thus, the need for additional personnel support.

II. SCOPE OF SERVICES

In coordination with the head of the Project Development and Management Unit (PDMU), the **Information Systems Analyst II (ISA II)** shall provide their technical expertise relative to the conduct of monitoring and evaluation of LGU performance in the implementation of LGU infrastructure projects under the ***RBME of LGU Infrastructure Projects*** or ***RLIP***.

Listed below are the specific functions of the ISA II:

- Act as coach and mentor for all DILG and LGU users of SubayBayan, Rapid Subproject Sustainability Assessment System, and Devlive application;
- 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, through OPDS;
- Provide IT support to the PEO III in the RO and PEO IIs in the DILG Provincial Offices in the conduct of evaluation/analysis of reports related to RBME;

- Coordinate with the Regional Information and Communication Technology Unit (RICTU) in the management of DILG and LGU user accounts in SubayBayan and RSSA
- Prepares regular status report on the implementation of the *RBME for LGU Infrastructures*
- Act as Resource Person during the Seminars/Workshops on Information Technology-related Programs;
- Coordinate with ISA III through the PEO III assigned in the Region regarding Information Technology-related concerns
- Prepare the necessary correspondence pertinent in the implementation of the program
- Provide inputs on the periodic work plan and accomplishments of the the PDMU;
- Attend meetings/workshops and other related activities;
- Prepare individual compliance and administrative requirements; and
- Perform other functions that may be required by the supervisor.

III. EXPECTED OUTPUTS/DELIVERABLES

- Weekly accomplishment report;
- Weekly system maintenance and downtime report;
- Monthly encoding and image uploading compliance report;
- Reports pertaining to SubayBAYAN system accomplishments and updates; and
- Other matters assigned in relation to the scope of work for immediate and apt submission to the Office of the Director or as frequent as needed.

IV. EDUCATION AND EXPERIENCE

- Degree on BS Information Technology / Computer Science or equivalent;
- Must have at least 1 year of relevant experience; and
- 8 hours of relevant training.

V. DURATION OF WORK

- The duration of the engagement shall be nine (9) months from April 1, 2022 to December 31, 2022.
- Required to report to office five (5) days a week and with a minimum of 40 work-hours per week, except on official travel as authorized through a duly approved Office Order, Travel Order, or Department Order. Alternative working arrangements shall be applicable when reduction of on-site workforce is in effect under the Alert Level System.

VI. DUTY STATION

Project Development and Management Unit (PDMU), DILG Regional Office [#]
[Address].

VII. COMPENSATION

THIRTY-SIX THOUSAND SIX HUNDRED TWENTY-EIGHT PESOS
(Php36,628.00) PER MONTH

VIII. DESIGNATED SUPERVISING OFFICIAL

[Head of PDMU], DILG – Regional Office [#].

All interested applicants may send their application letter and Curriculum Vitae addressed to [REGIONAL DIRECTOR] thru [PDMU Chief], [Regional Office address]. You may send your application through email at [Email Address RO].