



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGIONAL OFFICE V
Rizal St., Legazpi City

JOB VACANCY	
POSITION:	Information Systems Analyst I
SALARY:	Php 27,608.00
SALARY GRADE:	12
STATUS:	Contract of Service
CONTRACT DURATION:	June – December 2024
NO. OF VACANCY:	Six (6)
DUTY STATION:	DILG Region V Provincial Offices – One for each province
QUALIFICATIONS:	
REQUIRED EDUCATION AND EXPERIENCE	<ul style="list-style-type: none">• Bachelor's Degree in Information Technology, Computer Science, Statistics, or equivalent• Experience in a government is not required but it is a plus• At least 4 hours of relevant training• At least 1 year of experience related to System Analysis and Design and Technical Support• Strong written and oral communication is an advantage
SKILLS QUALIFICATION STANDARDS	<ul style="list-style-type: none">• Proficiency in conducting system analysis and design• Advance skills in utilizing Microsoft Office applications• Adept at troubleshooting both software and hardware issues• Familiarity with Applications Development is an advantage• Skilled in the use of video editing applications
SPECIFIC FUNCTIONS AND DUTIES:	
<ol style="list-style-type: none">Provides direct assistance to the immediate supervisor in preparing complete staff work to all activities related to Local Government Unit Support Systems;Provide assistance in the creation of comprehensive systems manual and video tutorials that covers all the sub-systems within LGUSSPrepare official documentation, letters, presentations (includes AVPs), and other reports as required;Serve as a knowledgeable individual and provide training to Local Government Units (LGUs) on how to utilize LGUSS;Provides first- level support such as:<ol style="list-style-type: none">Managing incoming phone calls and emailsOffering fundamental technical support to all clientsEngaging with the end- users and collecting client data related to technical problems	



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- iv. Assisting clients in identifying their technical issues
 - v. Resolving minor IT problems
 - vi. Directing clients to higher tiers of IT assistance
 - vii. Coordinating with IT experts to ascertain technical solutions
 - viii. Generating end- users feedback reports
 - ix. Providing remote assistance to clients across various regions
 - x. Carrying out administrative support tasks
- f. Consolidates data and information and translates to accurate report useful for concerned staff and personnel
 - g. Contribute substantially through research efforts that have the potential to enhance procedures, systems, or policies related to LGUSS
 - h. Coordinates with other units such as DILG Regional Information and Communication Technology Unit (RICTU), partner bureaus and LGUs to resolve problems related to duties as necessary
 - i. Provides such other work related to LGUSS as may be required and assigned by the Project Manager and/ or immediate supervisor
 - j. Authorized to travel to assist and facilitate the conduct of training, workshop, and seminars.