



JOB VACANCY:

INFORMATION SYSTEMS ANALYST I

Plantilla Item No. : PSHSB-INFOSA1-15-2010
Salary Grade : 12
Monthly Salary : P 26,052.00

Qualification Standards :

Education : Bachelor's degree relevant to the job
Training : None required
Experience : None required
Eligibility : CS (Professional) Second Level Eligibility

JOB FUNCTIONS:

- Administers / manages servers and troubleshoot local area network, wi-fi and internet;
- Set-up / repairs and maintains hardware and software;
- Set-up and maintains computer laboratories and CCTVs;
- Performs other duties that may be assigned from time to time.

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1. Applicant must be Filipino citizen and must meet or may exceed the minimum requirements of the vacant position.

2. Interested and qualified applicants should submit the following:

- a. Application letter
- b. Fully accomplished **Personal Data Sheet** (use CSC Form No. 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/yr), etc. **DO NOT LEAVE ANY SPACE BLANK, PUT N.A. (not applicable) or NONE** , as appropriate)
- c. Copy of Certificate of Eligibility / Rating / License; and
- d. Copy of Official Transcript of Records
- e. Copy of Training Certificates

Application documents may be submitted personally, via e-mail, or courier service to the address below not later than **January 27, 2021**.

ENGR. LORVI B. PAGOROGON

Campus Director

Philippine Science High School – Bicol Region Campus

Tagongtong, Goa, Camarines Sur

Email address : ocd@brc.pshs.edu.ph

PSHS-BRC upholds Equal Employment Opportunity Principle: "that this shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class , paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."