



# NOTICE OF VACANCY

Position	Remuneration	Division /Office	Qualification Standards
<b>INFORMATION SYSTEMS ANALYST III</b> <b>SG 19</b>  <b>PCGG-DOJB-INFOSA 3-I-1998</b>	<b>Monthly</b> Salary P 49,835.00 PERA P 2,000.00  <b>Additional Annual</b> Midyear 1 month Salary Bonus Year-End 1month Salary Bonus  Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00	MANAGEMENT INFORMATION SERVICES DIVISION  RESEARCH and DEVELOPMENT	<b>Education :</b> Bachelor's degree relevant to the job <b>Experience :</b> 2 years of relevant experience <b>Training :</b> 8 hours of relevant training <b>Eligibility :</b> Career Service Professional/Second Level eligibility
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Leads in the analysis and design of new, as well as upgrades to existing, information systems.</li><li>2. Leads in the conduct of preliminary studies and data gathering activities for the development/ Implementation of new information systems.</li><li>3. Leads in collaborating with users to resolve issues and ensure that solutions are viable and consistent.</li><li>4. Create and maintain information system guidelines and manuals for the organization.</li><li>5. Conduct reviews of information systems and generate reports on efficiencies and improvement areas.</li></ol>		

**NOTE:** ONLY THOSE WHO POSSESS THE RELEVANT or CLOSELY RELATED WORK EXPERIENCES SPECIFIC TO THE FUNCTIONS WILL BE CONSIDERED.

Interested and qualified applicants are advised to signify their interest in writing. Submit/send the following documents through courier or email not later than **MARCH 31, 2022.**

1. Application letter addressed to : **Ms. EDITHA R. BAUTISTA**  
Officer-In-Charge, HRDD
2. Fully/properly accomplished Personal Data Sheet with attached Work Experience Sheet
3. Performance rating in the last rating period ( if applicable)
4. Photocopy of diploma and/or certificate of graduation
5. Photocopy of **authenticated** copy of certificate of eligibility/bar or board rating/license
6. Photocopy of certificate of training/seminars attended

**Original documents must be on hand and ready once requested**

**POSTED : March 17, 2022**



Republic of the Philippines  
PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT

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Position	Remuneration	Division /Office	Qualification Standards
<b>COMPUTER PROGRAMMER II</b> <b>SG 15</b> <b>PCGG-DOJB-COMPRO 2-2-1998</b>	<b>Monthly</b> Salary P 35,097.00 PERA P 2,000.00  <b>Additional Annual</b> Midyear 1 month Salary Bonus Year-End 1month Salary Bonus Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00	MANAGEMENT INFORMATION SERVICES DIVISION  RESEARCH and DEVELOPMENT	<b>Education :</b> Bachelor's degree relevant to the job <b>Experience :</b> 1 year of relevant experience <b>Training :</b> 4 hours of relevant training <b>Eligibility :</b> Career Service Professional/Second Level eligibility
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Design program logic for application systems based on specifications resulting from a detailed systems analysis and design.</li><li>2. Encode application system requirements by converting detailed designs into computer language.</li><li>3. Redesign source codes for systems undergoing maintenance and/or update.</li><li>4. Confirm program operation by conducting unit tests; modifying program and/or codes as needed.</li><li>5. Troubleshoot system bugs and issues in existing application systems.</li><li>6. Conduct end-user training upon completion of software development/enhancement as needed.</li></ol>		

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Position	Remuneration	Division /Office	Qualification Standards
<b>ADMINISTRATIVE OFFICER V</b>  <b>SG 18</b>  <b>PCGG-DOJB-ADOF 5-10-2004</b> <b>PCGG-DOJB-ADOF 5-15-2004</b>	<b>Monthly</b> Salary P 45,203.00 PERA P 2,000.00  <b>Additional Annual</b> Midyear 1 month Salary Bonus Year-End 1month Salary Bonus  Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00	LIBRARY and RECORDS DIVISION  RESEARCH and DEVELOPMENT	<b>Education :</b> Bachelor's degree relevant to the job  <b>Experience :</b> 2 years of relevant experience  <b>Training :</b> 8 hours of relevant training  <b>Eligibility :</b> Career Service Professional/Second Level eligibility
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Receive and authenticate the source of original documents from within and without the Commission and files these documents at the appropriate secure locations designated by the Commission.</li><li>2. For newly received documents and records, transcribes these into Document Capture Form as a basis for computerizing key information for the Commission/s reference or retrieval, as the case may be.</li><li>3. Encode the information contained in the document capture forms.</li><li>4. Receive duly approved requests for document copies, retrieves the responsive documents and processes the request on a timely basis.</li><li>5. Where original documents are requested by the Commission's Lawyers for purposes of presentation before the courts, withdraws such original documents from the appropriate files, duly records such withdrawal and accompanies the original documents in the course of its transportation.</li><li>6. Maintain a file of complete copies of all original documents and records received by the Commission.</li><li>7. Perform assigned research to ensure the accurate transcription, encoding and filing of documents.</li></ol>		

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Position	Remuneration	Division /Office	Qualification Standards
<b>EXECUTIVE ASSISTANT III</b> <b>SG 20</b>  <b>PCGG-DOJB-EXA 3-I-1998</b>	<b>Monthly</b> Salary P 55,799.00 PERA P 2,000.00  <b>Additional Annual</b> Midyear 1 month Salary Bonus Year-End 1month Salary Bonus  Cash Gift P 5,000.00 Uniform Allow. P 6,000.00 PEI P 5,000.00	MANAGEMENT INFORMATION SERVICES DIVISION  RESEARCH and DEVELOPMENT	<b>Education :</b> Bachelor's degree <b>Experience :</b> 2 years of relevant experience <b>Training :</b> 8 hours of relevant training <b>Eligibility :</b> Career Service Professional/Second Level eligibility
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Provide assistance to the Director in planning, programming and implementing programs and projects of the Department.</li><li>2. Prepare the logistics and materials for meetings such as request for budget, agenda and presentation.</li><li>3. Facilitate conduct of departmental meetings.</li><li>4. Perform liaison work with external party on behalf of the Director.</li><li>5. In the absence of the Director, perform oversight functions to ensure continuing administrative operations.</li></ol>		

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