

NOTICE OF JOB VACANCY

Position: INFORMATION SYSTEMS ANALYST I	Salary Grade: 12
	Monthly Salary: P 30,705.00
DIVISION: ADMINISTRATIVE DIVISION	OFFICE: <i>Integrated Hospital Operations and Management Section (IHOMS)</i>
ITEM NO: INFOSA1-750005 & 750006-2023 (2 positions)	
<i>Minimum Qualification Standards (per CSC QS Manual)</i>	
Education: <i>Bachelor's Degree relevant to the job</i>	
Experience: <i>None required of relevant experience</i>	
Training: <i>None required of relevant training</i>	
Eligibility: <i>Career Service (professional) / Second Level Eligibility</i>	
<i>Additional Qualifications Preferred: (End-User's Preference)</i>	
Education: <i>Bachelor's Degree relevant to the job</i>	
Experience: <i>None required of relevant experience</i>	
Training: <i>None required of relevant training</i>	
Eligibility: <i>Career Service (professional) / Second Level Eligibility</i>	
Interested and qualified applicants shall submit the following to the Human Resource Management Office viz:	
<ol style="list-style-type: none"> 1) Application Letter addressed to Dr. Ricardo B. Audan, MD, FPAFP, DPA, CHA Medical Center Chief II, Southern Philippines Medical Center, J.P. Laurel Avenue, Davao City, <i>stamped received by that office;</i> 2) Printed copy Duly accomplished Personal Data Sheet (PDS) encoded @ the HRMO Web Portal with Hard copy of Work Experience Sheet (WES) (link: https://tinyurl.com/5wua6mf8). This PDS and WES will be forwarded to Civil Service Commission (CSC) together with the appointment. 3) Photocopy from authenticated copy of Diploma and Transcript of Records (<i>authenticated by the school registrar</i>). 4) Photocopy of Career Service (Professional) Second Level Eligibility and/or RA 1080 5) Photocopy of Certificate of relevant trainings/seminars attended. 6) Photocopy of Certificate of Previous Employment. 7) Individual Performance Commitment Review (IPCR) <i>January-June 2024</i> 8) Duly accomplished Competency Proficiency Assessment Form (<i>Form available @ HRMO</i>) 	
Note:	
<ol style="list-style-type: none"> 1) All qualified next-in-rank shall be automatically candidates for promotion. However, a Letter of Intent shall still be required. Failure to do so will automatically waive their right to be included as candidates. 2) Only applications with complete supporting documents <i>filed within the deadline shall be processed</i>. Those found to be qualified shall be scheduled to take the qualifying examination. The passing grade that an applicant must obtain is <i>Eighty Percent (80%)</i> for both examinations. 3) Applicants who passed the qualifying examination shall undergo the Panel Interview. 4) Persons with disability (PWD), indigenous people and those with diverse sexual orientation, gender identity and expression (SOGIE) are encouraged to apply. 5) Only Shortlisted applicants will be notified 	
Date Posted: 08/28/2024	Deadline for Submission: 09/13/2024
Prepared by: EMMANUEL R. DRIZ, CPA, MPA Supervising Administrative Officer, HRMO	Noted by: RICARDO B. AUDAN, MD, FPAFP, DPA, CHA Medical Center Chief II
Date Prepared: 08/28/2024	Date Signed: 08/28/2024