



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

TERMS OF REFERENCE

POSITION TITLE: Information Systems Analyst II

SCOPE OF WORK : Contract of Service

SALARY GRADE: SG 16 (Php 38,150.00)

PROJECT: Philippine Anti-Illegal Drugs Strategy – Project Management Office (PADS-PMO)

PLACE OF ASSIGNMENT: 25th Floor, Bureau of Local Government Supervision (DILG Central Office)

EDUCATION AND EXPERIENCE

1. Must have a Bachelor's Degree in BS Information Technology/Computer Science or equivalent;
2. Must have at least 1 year experience related to System Analysis and Design and Applications Development;
3. Must be knowledgeable in basic programming languages and can answer technical queries;
4. Must have strong analytical, oral, and written communication skills;
5. Must have the ability to work well in a multi-disciplinary team and relate well with diverse range of stakeholders at local and national levels

SKILLS AND QUALIFICATIONS

1. Must have Knowledge and expertise in the following development concepts/tools:
 - i. PHP
 - ii. CSS3
 - iii. HTML5
 - iv. JavaScript
 - v. MySQL
 - vi. JQuery
 - vii. Object-Oriented Programming
 - viii. MVC Frameworks (Yii2)
 - ix. Responsive Web Design
 - The applicant must showcase his/her previous work that uses the above mentioned concepts/tools.
2. Should have experience in developing an interactive Application Programming Interface (API)



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SPECIFIC FUNCTIONS AND DUTIES

1. Collect and consolidate relevant data and information necessary for timely and informed decision-making;
2. Develop a highly organized database management system for data banking and efficient data retrieval;
3. Provide technical support and maintenance on information technology systems of the PMO;
4. Coordinate with Regional Offices and provide IT-related technical support, when necessary;
5. Coordinate with other national government agencies handling relevant data for possible consolidation;
6. Assist in the real-time assessment of data management possible improvement;
7. Assist in the troubleshooting and problem identification of data management systems;
8. Assist in the coordination with other stakeholders and media platforms regarding the use of IEC materials and online capacity development;
9. Assist in the preparation and editing of the IEC Materials;
10. May be authorized to go on official travel, as may be deemed necessary; and
11. Perform other tasks as may be assigned by higher authorities.

MAJOR DELIVERABLES

1. Functional Web Application Systems
2. Database Design/Structure
3. User's Manual for the developed system

REQUIREMENTS

Please send the application letter (with attached Curriculum Vitae and Personal Data Sheet) **on or before October 18, 2024**, to:

DEBIE T. TORRES, CESO IV

Director IV
Bureau of Local Government Supervision
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