

Place of Assignment :	Integrated Hospital Operations and Management Section
Position Title :	INFORMATION SYSTEMS ANALYST II
Plantilla Item No. :	OSEC-DOHB-INFOSA2-90002-2024
Salary/Job/Pay Grade :	16
Monthly Salary :	Php 39,672.00
Eligibility :	Career Service (Professional)/ Second Level Eligibility
Education :	Bachelor's Degree relevant to the job
Training :	Four (4) hours relevant training
Work Experience :	One (1) year relevant experience
Competency :	<p>Core: Exemplifying Integrity; Professionalism; Service Excellence</p> <p>Organizational: Effective Communication Skills; Effective Interpersonal Relations; Organizational Awareness and Commitment</p> <p>Technical: Attention to details; Computer Skills; Technical writing; Conceptual Thinking; Data Management; Data Recording and Reporting; Enterprise Resource Planning; Information, Security, Risk Management and Assurance, Managing Work; Process Management; Research and Analysis; Systems Administration and Data Management; Instructional Design</p>

Instructions/Remarks :

This hospital highly enjoins all Interested and qualified applicants regardless of gender, civil status, religion, regional background, restriction/inability, and/or length of service unless otherwise required, to signify their interest in writing. Scan the following documents, save as one PDF file and upload online at m.me/bghmchumanresource not later than March 15, 2024:

Documents:

1. Application Letter addressed to:
RICARDO B. RUNEZ JR., MD, FPCS, MHA, CESE
Medical Center Chief II
Governor Pack Rd., BGHMC Cmpd., Baguio City
2. Fully accomplished 4 paged Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Work Experience Sheet which can be downloaded at www.csc.gov.ph, if applicable;
4. Performance rating in the last rating period, if applicable;

5. Photocopy of Certificate of Eligibility/PRC License and Board Rating (Certified by Issuing Office);
 6. Photocopy of Transcript of Records (Certified by Issuing School);
 7. Photocopy of Diploma (Certified by Issuing School);
 8. Certificate of Employment, if any;
 9. Certificate of Training, if any;
 10. Proof/Certificate of Awards Received, if any (e.g. screenshot, photo, etc.)
- For clarifications/inquiries, please call (074) 661 - 7910 local number 375

QUALIFIED APPLICANTS are advised to complete the required information through the messenger link below and upload their application through the same:

RICARDO B. RUNEZ JR., MD, FPCS, MHA, CESE

Medical Center Chief II

Governor Pack Rd., BGHMC Cmpd., Baguio City

Messenger link: m.me/bghmchumanresource

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : March 05, 2024

Closing Date : March 15, 2024