



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

13 July 2021

JOB HIRING

POSITION	Two (2) vacant Information System Analyst III positions under COVID-19 Surveillance and Quick Action Unit (Contractual)
SALARY GRADE	19
QUALIFICATION STANDARDS	<p>Education :Bachelor's Degree in Computer Science, Information Systems, Mathematics, Statistics, Epidemiology, or any related fields</p> <p>Training : Eight (8) hours of relevant training</p> <p>Experience : Two (2) years of relevant experience</p>
ADDITIONAL QUALIFICATION	<p>a. Proficient in using tools such as Google Cloud Platform, Tableau</p> <p>b. Experience in using statistical packages for analyzing sets, e.g. Stata, R, Python, SQL</p> <p>d. Experience in automating reports</p>
DUTIES & RESPONSIBILITIES	<p>a. Develops plans, policies, standards, for COVID-19 and health systems integration for disease prevention and control;</p> <p>b. May assist and be assigned to any of the following function:</p> <ul style="list-style-type: none">- Policy development for COVID-19 strategies and health system development for Universal Health Care- Research and conduct of evidence reviews for national practice guidelines- Planning and implementation support for national programs- Data Management for performance monitoring- Financial and logistics management for DOH procured commodities <p>c. Provide technical assistance to other national government agencies, DOH regional offices, local government units, partner agencies, and other stakeholders</p> <p>d. Preparation of Technical Reports, Communications and other pertinent documents</p> <p>e. Perform other tasks assigned by the Directors from time to time</p>



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**PLACE OF
ASSIGNMENT**

COVID-19 Surveillance and Quick Action Unit - Data
Collection and Quality Management Section

REQUIREMENTS

- Application letter addressed to :
Alethea R. De Guzman, MD, MCHM, PHSAE
OIC-Director III
Epidemiology Bureau
- Three (3) copies of Duly Accomplished **Personal Data Sheet** with **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at **www.csc.gov.ph**
- One (1) copy of **Diploma**
- One (1) copy of **Transcript of Records**

**DEADLINE OF
SUBMISSION**

21 July 2021 (Wednesday)

NOTE

*Interested applicants may send requirements thru email

Email Address: *csqaupersonnel.doh@gmail.com*

EMAIL SUBJECT: ISA III_DCQMS_Surname, First Name MI