



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XII

"Matino, Mahusay at Maaasahan"

Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506
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ANNOUNCEMENT!!!
DECEMBER 11, 2019

The **Regional Personnel Selection and Promotion Board (RPSPB)** is pleased to announce that the hereunder position is now open:

1. Data Analyst (1)/SG 14 (Regional Office- Contract of Service)

For Data Analyst position, the minimum requirements of the position shall be as follows, viz:

Educational Requirement:

Bachelor Degree in Information Technology / Computer Science / Statistics or equivalent.

Qualifications:

1. Must have at least one (1) year of experience related to the job
2. Technical working knowledge on the following:
 - a. Data Cleaning
 - b. Data Analysis
 - c. Relational Database Management Systems (RDBMS) preferably MySQL / Maria DB database
 - d. Structured Query Language (SQL)
3. Intermediate level technical writing and communication skills
 - a. Conduct research and write-up relative to data quality management.
 - b. Prepares draft memorandum letter
4. Inter personal skills
 - a. Ability to cooperate with colleagues and different kind of audiences
 - b. Open minded
 - c. Output Oriented
 - d. Ability to accept criticism
 - e. Ability to quickly adapt to new environment

Duties and responsibilities

The Data Analyst must provide the following services:

- Provide Data Quality Development Plan;
- Comply with the Data Quality Management;
- Identify, compare, and resolve data quality problems within the region;
- Evaluate large dataset for quality and accuracy;
- Work with Database Administrator to correct data quality errors;
- Determine root cause for data quality errors and make recommendations for solutions;

The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.

We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).

- Research and determine scope and complexity of issue so as to identify steps to fix issue;
- Develop process improvements to enhance overall data quality;
- Develop and execute data cleanup measures;
- Maintain a record of original data and corrected data;
- Ensure adherence to data quality standards;
- Resolve all internal data exceptions in timely and accurate manner;
- Identify areas of improvement to achieve data quality;
- Analyze, query and manipulate data according to defined business rules and procedures;
- Works under the supervision of the Regional Information and Technology Officer (RITO); and
- Perform other tasks as delegated by higher authorities.

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested applicants may submit their letter of intent or application letter and Personal Data Sheet addressed to Josephine Cabrido-Leysa, CESO V, Regional Director, DILG XII, Prime Regional Government Center, Carpenter Hill, Koronadal City in the nearest field office to be processed and endorsed by the respective DILG Provincial Office.

You may send your application through email at mail@region12.dilg.gov.ph or you may contact the RICTU, DILG Region XII at (083) 877-2969 and look for *Alexis G. Bullanday*, Network Administrator.

For information and widest dissemination.

LAILYN A. ORTIZ, CESO V
Assistant Regional Director
Chairperson, RPSPB

Noted by:

JOSEPHINE CABRIDO-LEYSA, CESO V
Regional Director

FAD: DTS:
PS
FIELD OFFICES
DIVISION CHIEFS
CHIEF OF STAFF

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