



# Systems Analysis & Design Certification and Civil Service IT Specialist Eligibility

**Acronym/Nickname**  
SAD

**Certification Body**  
NCC & CSC

## Description

The ICT Proficiency Exam is designed to assess the competence of an individual to perform systems analysis and design functions. This is in pursuant to PD 1408, which directs the National Computer Center (NCC) and the Civil Service Commission (CSC) to devise ways of determining the fitness of individuals in occupying highly technical ICT positions and through which the awarding of appropriate ICT (EDP) Specialist eligibility will be based. NCC and CSC therefore conduct tests in the area of Systems Analysis and Design (SAD).

## Certification Level

### Covered competencies

Candidates must be knowledgeable in the ff areas:

1. Management: organization, structure and function
2. Information Systems Development Life Cycle: systems investigation or fact-finding, system requirements definition, logical design, output design, input design, file design, computer process design, implementation, evaluation, and costs benefit analysis
3. Systems control, testing and maintenance
4. Information Systems Development and Methodologies / Tools
5. Communication Skills

### Requirements

Candidates must submit all duly accomplished application forms with the following:

1. Two recent passport sized pictures with nametag.
2. Certified true copies of Transcript of Records duly authenticated by the Registrar of the school or the HRD Manager of the Office
3. For those graduating before the examination date, a certification from the Dean that applicant:
  - a. Is a candidate for graduation before the exam date
  - b. Has taken relevant ICT subjects in college
4. Self-addressed stamped envelope (speed mail) for the examination permit (for the applicants who filed through the website)
5. Self-addressed stamped envelope for the examination result

## Target

An applicant must:

1. Be a Filipino citizen
2. Be Bachelor's degree holder or will graduate before the exam date
3. Have undergone formal training in college or training institution in the area of SAD

## Career Path

Systems Analyst

## Authorized Testing Center:

National Computer Center – Diliman, QC  
National Computer Center - Cebu  
National Computer Center - Zamboanga

## Indicative Fee\*

P500 for Professionals  
P300 for Graduating students

## Certification Schedule\*\*

Feb., May & Nov.

\* Fees are exclusive of VAT and wire transfer fee

\*\* Fees and schedules are subject to change without prior notice, please get in touch with Authorized Testing Centers through contact details below

## Recommended/Preparatory Training

### Where to get more information:

<http://www.ncc.gov.ph>  
National Computer Center – Quezon City  
Carlos P. Garcia Avenue  
UP Campus, Diliman, Quezon City  
Tel. No. (02) 920-7418  
Ma. Delilah S. Ayo - NCI Registrar  
E-mail: [nciregs@ncc.gov.ph](mailto:nciregs@ncc.gov.ph)  
National Computer Center - Cebu City  
Telecomm Office  
Aduana St., Port Area, Cebu City  
Tel. No. (032) 416-6292  
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National Computer Center - Zamboanga City  
SRT Loong Building, Veterans Avenue Extension  
Tumaga, Zamboanga City  
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