

Republic of the Philippines
PROFESSIONAL REGULATIONS COMMISSION

Date: _____

March 15, 2021

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment | Duties and Responsibilities |
|-----|--|------------------------|------------------------------|----------------|---------------------------------------|--------------------------------------|--------------------------------------|--|-------------------------------|--|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | | |
| 1 | Information Technology Officer I | PRC-DOLEB-ITO1-60-2017 | 19 | Php48,313.00 | Bachelor's Degree relevant to the job | Eight (8) hours of relevant training | Two (2) years of relevant experience | Career Service (Professional) Second Level Eligibility | | Region I (Finance and Administrative Division) | 1. Maintains and manages the ICT systems, database, and hardware; 2. Updates and maintains the contents of the regional website, as approved/reviewed by the Chief Administrative Officer; 3. Acts as the Webmaster of the regional website; 4. Generates statistical reports for regional planning, research, monitoring, and evaluation; 5. Assists and/or participates in the systems development life cycle of new information systems; 6. Troubleshoots and performs periodic preventive maintenance and services for IT resources and facilities, including network cabinets, encompass router, modem and hubs/switches, in coordination with the Technical Staff of the ICT Service to ensure reliable, efficient and cost-effective operations; 7. Acts as regional Network Administrator; 8. Coordinates with the ICT Service and Internet Service Provider (ISP) during network malfunctions/outage; 9. Establishes information exchange networks with other government agencies; and 10. Performs other related functions. |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 14-April-2021.

1. Letter of Intent indicating the position, item number and place of assignment of the position that you are applying for;
2. Fully accomplished **NOTARIZED** Personal Data Sheet (PDS) with recent passport-sized picture and **Work Experience Sheet** (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records;
6. NBI clearance;
7. CSC, Ombudsman, Sandiganbayan Clearances **(for government employees)**;
8. Certificate of No Pending Case or previous case (administrative, civil or criminal) from the current employer; and
9. Medical Declaration Form (see below "**Click HERE for the Additional Requirements and Medical Certificate**")

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JILL ROSE S. PEREZ
 Administrative Officer V (HRMO III)

 PRC Regional Office I
 National Government Center
 Carmay East, Rosales, Pangasinan
prcro1.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.