Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
Regional Office No. XIII
Km. 2 National Highway, Surigao City
Tel No. (+63 86) 826-5256; Fax No. (+63 86) 826-1058; E-mail: info@mgbr13.ph; website: www.mgbr13.ph

JOB OPENING!

Job order position of one (1) INFORMATION TECHNOLOGY SPECIALIST

Qualification Standard:

Education: Bachelor's degree of Computer Engineering/Computer Sciences/Information Technology

Experience: One (1) year of relevant experience on Network Database and Information System Management

Training: Four (4) hours of relevant training

Preferences:

- Knows basic Java SE or EE;
- Knows HTML5/CSS3, and PHP;
- Familiar of any CMS;
- Understand of any web development platform;
- Background of Object-Oriented Programming;
- Knows at least one database programming and engine; and
- Be able to administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.

Actual Duties and Responsibilities:

- Manages network and monitors its uptime performance;
- Maintains and monitors all information and Communication Technology (ICT) equipment and provides updated ICT inventory;
- Studies, evaluates and recommends the appropriate hardware and software to be used by the office;
- Trains and disseminates the staff and ICT hardware, software, and information system implementation;
- Develops, updates, manages, and monitor office website;
- Evaluates, consolidates ICT requirement of each division for inclusion in the Information System Strategic Plan (ISSP);
- Coordinates and submits ICT reports being required by the MGB Central Office; and
- Evaluates MGB Central Database.

Application shall be submitted to:

`   **ROGER A. DE DIOS**
      Regional Director
      Mines and Geociences Bureau
      Regional Office No. XIII
      Surigao City

Deadline of submission of application shall be on JUNE 15, 2017.