

IT SUPPORT SPECIALIST/ COMPUTER PROGRAMMER

NO. OF VACANCY	: ONE(1)
Office	: Planning and Management Division/ ICT Section
Employment Status	: Job Order
Rate	: P36,619/month
Minimum Qualifications	: Information Technology- related courses :Computer Hardware Servicing NC II passer is an advantage
Skills	:Proficiency in HTML, CSS, JavaScript, PHP, MySql, jQuery, Codeigniter, Laravel and Vue <i>***Skills test may be administered</i>
Eligibility	: Preferably CS Professional/ 2 nd Level Eligibility
Job Description	<ol style="list-style-type: none">1. Performs system updates and maintenance of all locally-developed information systems;2. Develops information systems or applications if deemed necessary;3. Conducts system orientation for users' Acceptance Test, deployment and cascading to Field Offices;4. Improves graphic user interface of information systems and ensures data security;

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(Continuation)	
Job Description	<ol style="list-style-type: none">5. Maintains cloud storage backup of systems databases;6. Assists in the maintenance of the network infrastructure of the Regional Office;7. Renders ICT support for issues related to software;8. Ensures stable access of network infrastructure in the Task Force Bangon Marawi workstations and Regional Office;9. Collates means of verification (MOV) on activities under the Database Management;10. Debugs, refactors and improves the view function of the Biodiversity Database System;11. Coordinates with the system users of the Biodiversity Database System for database population

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1. Letter of Intent ([scanned into 1 PDF file](#)) stating the specific position applied for, addressed to:

HENRY A. ADORNADO, Ph.D.

Regional Executive Director

Department of Environment and Natural Resources, Region X

Puntod, Cagayan de Oro City

Thru: ESPERANZA M. DOMINGO

Chief, Personnel Section

Department of Environment and Natural Resources, Region X

Puntod, Cagayan de Oro City

2. Duly accomplished Personal Data Sheet CS Form No. 212, Revised 2017, **all pages must be scanned and saved into 1 PDF file**
3. Work Experience Sheet (if applicable), **all pages must be scanned and saved into 1 PDF file**
3. Copy of authenticated CSC Eligibility or Rating and License issued by the PRC (if applicable), **all pages must be scanned and saved into 1 PDF file**
4. Copy of authenticated Transcript of Records, to include graduate, if applicable, **all pages must be scanned and saved into 1 PDF file**

Key- in your information and upload your supporting documents to the form/ link:

<https://tinyurl.com/4dnpxu24>