



Republic of the Philippines

**Department of Environment and Natural Resources, Region 10**

Puntod, Cagayan de Oro City

# ANNOUNCEMENT OF VACANCIES

Last Day of Acceptance of  
Application/ Online Response

:

**MAY 6, 2022**

*The Department of Environment and Natural Resources, Region X is an Equal Employment Opportunity Principle advocate.*

*We encourage and welcome all qualified applicants regardless of disability, sexual orientation, gender identity/ expression, age, religion, and ethnicity to apply for the published vacant positions.*

## REQUIREMENTS:

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 with attached **Work Experience Sheet**, **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, **all pages must be scanned and saved into 1 PDF file**
4. Copy of authenticated Transcript of Records, to include graduate studies, if applicable, **all pages must be scanned and saved into 1 PDF file**
5. Copy of Performance Rating for the last rating period (if applicable), **all pages must be scanned and saved into 1 PDF file**
6. Other supporting documents, e.g. Service Record, Training Certificates, Special Orders **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://bit.ly/3JYb1fg>**

**Reminder: Applications with incomplete documents shall not be entertained**

# COMPUTER MAINTENANCE TECHNICIAN

NO. OF VACANCY	:	TWO (2)
DIVISION/ SECTION	:	PLANNING AND MANAGEMENT DIVISION/ ICT SECTION
EMPLOYMENT STATUS	:	JOB ORDER
RATE	:	P 18,217/ month
QUALIFICATIONS (EDUCATION)	:	Information Technology- Related Courses Computer Hardware Servicing NC II passer is an advantage
JOB DESCRIPTION	:	<ol style="list-style-type: none"><li>1. Assists in the maintenance of Server Room facilities of the Regional Office;</li><li>2. Maintenance and upgrading of DENR- 10 Surveillance Security System;</li><li>3. Provides technical support to ICR- related concerns lodged via the Service Request System;</li><li>4. Provide technical support in the deployment of information systems in the field offices;</li><li>5. Assists in the ICT equipment inventory activities;</li><li>6. Assists in the maintenance and upkeep of the network infrastructure; and</li><li>7. Performs other related work as may be assigned by the immediate supervisor</li></ol>

# IT SUPPORT SPECIALIST/ COMPUTER PROGRAMMER

<b>NO. OF VACANCY</b>	<b>:</b>	<b>ONE (1)</b>
DIVISION/ SECTION	:	PLANNING AND MANAGEMENT DIVISION/ ICT SECTION
EMPLOYMENT STATUS	:	JOB ORDER
RATE	:	P 23,877/ month
QUALIFICATIONS (EDUCATION)	:	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

# IT SUPPORT SPECIALIST

<b>Continuation</b>	<b>:</b>	<b>ONE (1)</b>
JOB DESCRIPTION	<b>:</b>	<ol style="list-style-type: none"><li>1. Performs system updates and maintenance of all locally- developed information systems;</li><li>2. Develops information systems or applications if deemed necessary;</li><li>3. Conducts system orientation for Users' Acceptance Test, deployment and cascading to field offices;</li><li>4. Improves graphic user interface of information systems and ensures data security;</li><li>5. Maintains cloud storage backup of systems databases;</li><li>6. Assists in the maintenance of the network infrastructure of the Regional Office;</li><li>7. Renders ICT technical support for issues related to software;</li><li>8. Ensures stable access of network infrastructure in the Task Force Bangon Marawi workstations of the Regional Office;</li><li>9. Collates means of verification (MOV) on activities under the Database Management;</li><li>10. Debugs, refactors and improves the view function of the Biodiversity Database System;</li><li>11. Coordinates with the system users of the Biodiversity Database System for database population</li></ol>