



Position	Qualification Guide	Job Summary	Statement of Duties and Responsibilities	Job Outputs
<p>Position: Information Technology Officer II (Lead Network and Infrastructure Administrator)</p> <p>Status of Employment: Cost of Service</p> <p>No of Satff Needed: 1</p> <p>Salary Grade: SG 22 (Php 71,511.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Computer Science, Information Technology, Management Information Systems, Computer Engineering or other IT-related courses</p> <p>Training: Twenty Four (24) hours of relevant training in Network and Infrastructure Management</p> <p>Experience: Three (3) years of experience in Network and Infrastructure Management</p> <p>Eligibility: None Required</p>	<p>The Information Technology Officer II shall perform the functions of a lead network and infrastructure administrator.</p>	<ol style="list-style-type: none"> 1. Lead the planning, design and implementation of the Field Office's network infrastructure, ensuring scalability, reliability and security 2. Lead the optimization and monitoring of network performance 3. Lead the management of the Field Office's IT infrastructure, including servers, storage systems, and cloud services to ensure optimal performance, availability and resource allocation 4. Lead the development and implementation of business continuity and disaster recovery plan. 5. Forecast future network and infrastructure needs based on the Field Office operations, usage patterns and plan resource allocation and scalability. 6. Coordinate with the Security Operations Center on security management concerns 7. Contribute to the establishment of the DSWD Network Operations Center 8. Maintain accurate documentation of network and infrastructure configurations, procedures and policies. 9. Assess risks associated with network and infrastructure operations and develop risk mitigation strategies. 	<ol style="list-style-type: none"> 1. Project proposals and terms of reference for network and infrastructure management 2. Technical reports and documentations, guidelines, policies 3. Network infrastructure design, network diagrams 4. Business Continuity and Disaster Recovery Plan 5. Incident Reports 6. Network configurations



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<p>Position: Information Technology Officer I (Database Administrator)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 19 (Php 51,357.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, or a related field.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Experience: 3+ years of experience in database administration</p> <p>Eligibility: None Required</p>	<p>The ITO-I shall perform the functions of a Database Administrator (DBA) who shall be responsible for the design, implementation, maintenance, and performance of an organization's database systems. They ensure the security, integrity, and availability of the databases while also optimizing their performance.</p>	<ol style="list-style-type: none"> 1. Design, create, and implement database systems based on organizational needs and requirements. 2. Develop data models and database architecture. 3. Monitor database performance and identify areas for improvement. 4. Optimize database configurations for maximum performance. 5. Develop and implement backup and recovery strategies to safeguard against data loss. 6. Regularly test and validate backup systems. 7. Diagnose and resolve database-related issues. 8. Provide support and troubleshooting for database users and applications. 9. Implement monitoring solutions to track database usage, performance, and availability. 10. Respond to alerts and proactively address potential issues. 11. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Data models and database architecture 2. Database performance monitoring report 3. Database backup and recovery 4. Resolved database-related issues 5. Support for database users



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<p>Position: Information Technology Officer I (Server Administrator)</p> <p>Status of Employment: Cost of Service</p> <p>No of Satff Needed: 1</p> <p>Salary Grade: SG 19 (Php 51,357.00)</p> <p>Place of Assignment: Regional Information and CommunicationTechnology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, or a related field.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Experience: 3+ years of experience in project management, preferably within the digital transformation or ICT domain.</p> <p>Eligibility: None Required</p>	<p>The Information Technology Officer I shall perform the functions of a Server Administrator who shall be responsible for the installation, maintenance, and overall management of an organization's server infrastructure. Their role involves ensuring the reliability, security, and performance of servers and associated systems</p>	<ol style="list-style-type: none"> 1. Install, configure, and maintain server hardware and operating systems. 2. Deploy and manage virtualization technologies if applicable 3. Monitor server performance and identify areas for improvement. 4. Optimize server configurations and resource utilization to ensure optimal performance 5. Develop and implement backup and recovery strategies for server systems. 6. Test and verify backup systems regularly to ensure data integrity and availability. 7. Plan and implement patching and update strategies for server operating systems and software. 8. Ensure servers are up to date with the latest security patches. 9. Maintain detailed documentation of server configurations, procedures, and troubleshooting steps. 10. Monitor server resource usage trends and plan for capacity upgrades as needed. 11. Forecast future capacity requirements based on business needs 12. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Server hardware and operating systems configurations 2. Server performance reports 3. Backups and recovery strategies 4. Documentation of server configurations, procedures and troubleshooting steps



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<p>Position: Information Technology Officer I (Data Protection Officer)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 19 (Php 51,357.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Law, Information Technology, or a related field, focusing on data privacy.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Experience: 3+ years of experience as Data Privacy/Protection Officer</p> <p>Eligibility: None Required</p>	<p>The Data Privacy Officer (DPO) ensures compliance with data privacy laws, regulations, and best practices within DSWD's Digital Transformation (DX) Team. The DPO plays a crucial role in the organization's digital transformation journey by developing and implementing robust data privacy policies and procedures, providing guidance and support to staff, and fostering a solid privacy cult. As the primary point of contact for data privacy matters, the DPO collaborates with internal and external stakeholders to protect the personal data of millions of Filipinos and to maintain public trust in DSWD's digital services.</p>	<ol style="list-style-type: none"> 1. Develop, implement, and maintain comprehensive data privacy policies, procedures, and guidelines in line with applicable data privacy laws, regulations, and industry best practices. 2. Serve as the primary point of contact for data privacy matters, including liaising with regulatory authorities and responding to inquiries from data subjects. 3. Conduct privacy impact assessments for new and existing digital solutions and projects to identify and mitigate potential privacy risks. 4. Provide guidance and support to staff on data privacy matters, ensuring that privacy-by-design principles are integrated into the development, maintenance, and operation of digital services. 5. Develop and deliver data privacy training and awareness programs for staff to foster a solid organizational privacy culture. 6. Monitor and audit the organization's compliance with data privacy policies and procedures, identifying areas for improvement and recommending corrective actions as needed. 7. Collaborate with internal and external stakeholders, including legal counsel, to address data privacy concerns and ensure the lawful processing of personal data. 8. Stay up-to-date with changes in data privacy laws, regulations, and best practices to ensure ongoing compliance and maintain the organization's competitive edge. 9. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Regular assessments and audits to ensure Data Privacy compliance 2. Monitoring Report of the Department's compliance with the Data Privacy Act, its IRR, issuances by the NPC, and other applicable laws and policies 3. Documentation on Privacy Impact Assessment, Incident reporting, implementation of security measures, security incident and data breach protocol, and the inquiry and complaints procedure; 4. Analysis and Data Protection compliances of ICTMS implementations and activities relative to all information, including the issuance of security clearances to and compliance by third-party service providers; 5. Activity Proposal for advocacy activities focused on awareness on privacy and data protection



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				within the Department 6. Policy review and/or revision, focus on guidelines, projects and/or programs of the Department relating to privacy and data protection 7. Draft and release documents such as Authorization letters, Data Sharing Agreements, Non-disclosure agreements, Memorandum of Agreement, etc



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<p>Position: Information Technology Officer I (ICT Compliance and Quality Management Officer)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 19 (Php 51,357.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Experience: 3+ years of experience as compliance officer</p> <p>Eligibility: None Required</p>	<p>the ITO-I shall perform the functions of an ICT (Information and Communication Technology) Compliance and Quality Management Officer who shall be responsible for ensuring that an organization's ICT systems and processes comply with relevant regulations, standards, and quality benchmarks. This role involves developing, implementing, and maintaining policies and procedures to ensure the organization's ICT practices adhere to industry standards and legal requirements</p>	<ol style="list-style-type: none"> 1. Monitor and assess ICT systems and processes to ensure compliance with industry standards, regulations, and legal requirements. 2. Stay updated on changes in relevant laws and regulations affecting ICT practices. 3. Plan and execute regular audits to evaluate compliance and quality in ICT operations. 4. Monitor and analyze ICT-related metrics and key performance indicators (KPIs) to identify areas for improvement 5. Establish and maintain a quality management framework for ICT systems and processes. 6. Implement quality assurance measures to ensure the reliability and efficiency of ICT services. 7. Maintain comprehensive documentation of ICT policies, procedures, and compliance-related activities. 8. Ensure documentation is up-to-date and accessible to relevant stakeholders. 9. Collaborate with ICT teams, legal departments, and other stakeholders to address compliance and quality concerns. 10. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. ICT Compliance Report 2. ICT Quality Management Framework 3. Documentation reports 4. ICT Audit Reports



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<p>Position: Information Technology Officer I (Project Manager)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 19 (Php 51,357.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Experience: 3+ years of experience in project management, preferably within the digital transformation or ICT domain.</p> <p>Eligibility: None Required</p>	<p>The Information Technology Officer I shall perform the functions of a Project Manager who shall be responsible for overseeing and driving the successful completion of digital transformation projects within DSWD's Digital Transformation (DX) Team. This individual plays a crucial role in DSWD's digital transformation journey by leading cross-functional project teams, ensuring effective stakeholder communication, and managing project resources, timelines, and budgets. As the primary point of contact for project-related matters, the Project Manager contributes to the organization's mission of enhancing social service delivery in the Philippines by developing and implementing innovative digital solutions.</p>	<ol style="list-style-type: none"> 1. Lead the planning and execution of digital transformation projects, ensuring alignment with DSWD's strategic objectives and stakeholder requirements. 2. Develop and maintain detailed project plans, including defining project scope, objectives, tasks, timelines, and budgets. 3. Coordinate and manage cross-functional project teams, assigning tasks, monitoring progress, and providing guidance and support as needed. 4. Serve as the primary point of contact for project-related matters, facilitating communication and collaboration among project stakeholders, including internal staff, external partners, and vendors. 5. Identify, track, and mitigate project risks and issues, implementing contingency plans as necessary to ensure project success. 6. Monitor and report on project progress, providing regular status updates to project stakeholders and escalating issues as needed. 7. Ensure the timely and successful delivery of digital solutions, adhering to quality standards and meeting or exceeding stakeholder expectations. 8. Conduct post-project evaluations to assess project outcomes, identify lessons learned, and inform future project planning and execution. 9. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Project Management Reports and updates for implementation of ICT Infrastructure Projects lodged under Digital Transformation Initiative 2. Technical Assistance Report 3. Draft document requirements (Project Proposal, Market Study, Terms of Reference, timelines, and budgetary considerations) for the fruition on identified and approved ICT Infrastructure Projects



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<p>Position: Computer Programmer III (Fullstack Developer)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 18 (Php 46,725.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, or a related field.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Experience: 2+ years of experience in web application development</p> <p>Eligibility: None Required</p>	<p>The Computer Programmer III shall perform the functions of a Full-stack Web Application Developer who shall be responsible for designing, developing, and maintaining web applications that support the organization's digital transformation initiatives. The role includes working with stakeholders, including business leaders, IT teams, and external partners, to ensure a seamless and user-friendly experience for beneficiaries. The Full-stack Web Application Developer will play a crucial role in transforming social services delivery in the Philippines by working on cutting-edge projects and collaborating with a dedicated team of experts.</p>	<ol style="list-style-type: none"> 1. Design, develop, and maintain web applications, using modern web development frameworks and technologies. 2. Collaborate with stakeholders to gather and analyze requirements, ensuring alignment with the organization's strategic objectives and digital transformation initiatives. 3. Develop and maintain high-quality, scalable, and secure code, adhering to best practices in software development. 4. Implement and integrate APIs, as well as perform API integrations, to support seamless data exchange between systems. 5. Troubleshoot and resolve issues related to application development and performance, ensuring optimal user experience. 6. Collaborate with UI/UX designers to create visually appealing and user-friendly web applications. 7. Participate in code reviews and provide constructive feedback to team members, fostering a culture of continuous improvement. 8. Stay up-to-date with emerging web development trends, tools, and technologies to maintain the organization's competitive edge. 9. Work closely with project managers and other team members to ensure the timely delivery of web application projects. 10. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Functional web application 2. APIs 3. Database schemas 4. Unit Testing Reports



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<p>Position: Computer Programmer III (Software Quality Assurance Engineer)</p> <p>Status of Employment: Cost of Service</p> <p>No of Satff Needed: 1</p> <p>Salary Grade: SG 18 (Php 46,725.00)</p> <p>Place of Assignment: Regional Information and CommunicationTechnology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, or a related field.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Experience: 2+ years of experience in web application testing</p> <p>Eligibility: None Required</p>	<p>The Computer Programmer III shall perform the functions of a Software Quality Engineer who shall be responsible for ensuring the quality, reliability, and performance of the digital solutions developed by the DSWD. This includes designing and executing comprehensive testing strategies, identifying and addressing software issues, and collaborating with various stakeholders to enhance the overall quality of the software.</p> <p>The Software Quality Engineer plays a critical role in the organization's digital transformation efforts by ensuring that digital solutions meet the highest standards of quality, ultimately benefiting millions of Filipinos and fostering a more resilient and connected society</p>	<ol style="list-style-type: none"> 1. Develop and implement comprehensive testing strategies for web and mobile applications, including functional, performance, integration, and usability testing. 2. Design, write, and execute test cases and test scripts to validate software functionality and performance against requirements. 3. Identify, document, and track software defects and issues, working closely with developers to ensure timely resolution. 4. Collaborate with the development team and stakeholders to ensure that software requirements are well-defined and testable. 5. Establish and maintain software quality assurance best practices and processes, including test automation, continuous integration, and continuous delivery. 6. Monitor software performance and conduct root cause analysis of issues to recommend and implement improvements. 7. Participate in agile development processes, including sprint planning, reviews, and retrospectives, to ensure continuous improvement of software quality. 8. Stay up-to-date with emerging trends, tools, and technologies in software quality assurance and testing to maintain the organization's competitive edge. 9. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Test Plans and test cases 2. Conducted Tests 3. Test Reports



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<p>Position: Computer Maintenance Technologist III (Senior Desktop Engineer)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 17 (Php 43,030.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Experience: 3+ years of experience in technical support, preferably in end-user hardware and basic productivity</p> <p>Eligibility: None Required</p>	<p>The Computer Maintenance Technologist III shall perform the functions of a Senior Desktop Engineer who shall serve as a technical team leader for productivity enablement, specifically in end-user hardware and basic desktop support within DSWD.</p>	<ol style="list-style-type: none"> 1. Provide leadership and guidance to the desktop support team. 2. Provide technical assistance and support for desktops, laptops, printers, and other end-user hardware. 3. Resolve hardware and software issues by troubleshooting and diagnosing problems. 4. Perform routine maintenance on desktops, laptops, and peripherals. 5. Ensure the quality and efficiency of desktop support services. 6. Coordinate hardware repairs and replacements as needed. 7. Conduct training sessions for end-users on productivity tools. 8. Maintain an inventory of hardware and software assets. 9. Assist in procurement and asset-tracking activities. 10. Prioritize and assign support tasks, ensuring SLAs (Service Level Agreements) are met. 11. Serve as a point of contact for escalated user issues and communicate effectively with end-users 12. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Technical assistance on basic productivity and reports 2. Activity reports for training conducted 3. Inventory of hardware and software assets 4. Administrative documents to support procurement processes

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<p>Position: Computer Maintenance Technologist III (Senior IT Support Specialist)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 17 (Php 43,030.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Expereicne: 4+ years of experience in technical support, preferably in complex technical issues</p> <p>Eligibility: None Required</p>	<p>The Computer Maintenance Technologist III shall perform the functions of the Senior IT Support Specialist who shall be responsible for providing technical assistance, troubleshooting, and support to end-users or clients. They play a crucial role in ensuring the smooth operation of computer systems, highly technical software applications and various IT-related components</p>	<ol style="list-style-type: none"> 1. Prioritize and assign support tasks, ensuring SLAs (Service Level Agreements) are met. 2. Lead the resolution of complex technical issues and provide escalated support when necessary. 3. Install, configure, and update operating systems, software applications, and utilities on end-user devices. 4. Provide basic network support, including setting up and configuring routers, switches, and other network devices 5. Implement and enforce security policies on end-user devices. 6. Assist in the deployment and management of antivirus and anti-malware solutions 7. Create user guides and documentation to facilitate self-help. 8. Serve as a point of contact for escalated user issues and communicate effectively with end-users 9. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Technical assistance on complex technical issues 2. Consolidated report for advanced technical support 3. Activity reports for trainings conducted 4. User Guides and documentation 5. Resolved escalated user issues
<p>Position: Computer Maintenance Technologist II (IT Support Specialist)</p> <p>Status of Employment: Cost of Service</p> <p>No of Satff Needed: 1</p> <p>Salary Grade: SG 15 (Php 36,619.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.</p> <p>Training: Eight (8) hours of relevant training</p> <p>Expereicne: 2+ years of experience in technical support, preferably in complex technical issues</p> <p>Eligibility: None Required</p>	<p>The Computer Maintenance Technologist II shall perform the functions of an IT support specialist who shall be responsible for providing technical assistance, troubleshooting, and support to end-users or clients. They play a crucial role in ensuring the smooth operation of computer systems, highly technical software applications and various IT-related components</p>	<ol style="list-style-type: none"> 1. Ensure SLAs (Service Level Agreements) are met; 2. Resolve of complex technical issues and provide escalated support when necessary; 3. Install, configure, and update operating systems, software applications, and utilities on end-user devices; 4. Provide basic network support, including setting up and configuring routers, switches, and other network devices; 5. Implement and enforce security policies on end-user devices; 6. Assist in the deployment and management of antivirus and anti-malware solutions; 7. Create user guides and documentation to facilitate self-help; 8. Address user issues and communicate effectively with end-users. 9. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Technical assistance on complex technical issues 2. Reports on technical assistance provided 3. User Guides and documentation 4. Resolved first-level user issues



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<p>Position: Computer Maintenance Technologist I (Desktop Engineer)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 7</p> <p>Salary Grade: SG 8 (Php 27,000.00)</p> <p>Place of Assignment: 1 - SWAD Aurora 1 - SWAD Bataan 1 - SWAD Bulacan 1 - SWAD Nueva Ecija 1 - SWAD Pampanga 1 - SWAD Tarlac 1 - SWAD Zambales</p>	<p>Education: Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field.</p> <p>Training: Four (4) hours of relevant training</p> <p>Experience: 2+ years of experience in technical support, preferably in end-user hardware and basic productivity</p> <p>Eligibility: None required</p>	<p>A Computer Maintenance Technologist I shall perform the functions of a Desktop Engineer who shall be responsible for providing technical assistance and support related to computer systems, hardware, and productivity applications to end-users within DSWD</p>	<ol style="list-style-type: none"> 1. Provide technical assistance and support for desktops, laptops, printers, and other end-user hardware; 2. Resolve hardware and software issues by troubleshooting and diagnosing problems; 3. Perform routine maintenance on desktops, laptops, and peripherals; 4. Ensure the quality and efficiency of desktop support services; 5. Conduct hardware repairs and replacements as needed; 6. Conduct training sessions for end-users on productivity tools; 7. Maintain an inventory of hardware and software assets; 8. Assist in procurement and asset tracking activities; 9. Ensure SLAs (Service Level Agreements) are met. 10. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Technical assistance on basic productivity and reports 2. Inventory of hardware and software assets
<p>Position: Administrative Officer II (Budget Officer)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 11 (Php 27,000.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's degree in accounting, commerce or any accounting related field</p> <p>Training: Four (4) hours of relevant training</p> <p>Experience: 1 year of experience in government budget planning</p> <p>Eligibility: None Required</p>	<p>The Administrative Office II performs the functions of a Budget Officer I who shall be responsible for assisting the RICTMS/U in ICT budget planning and monitoring.</p>	<ol style="list-style-type: none"> 1. Reviews, analyzes, and consolidates budget estimates of the different programs, projects and activities; 2. Coordinates with other units, offices relative to budgeting matters; 3. Obligates funds of allotments; 4. Updates file of budgetary statistics; 5. Prepares and consolidates financial plan and other required reports for submission to ICTMS; 6. Assists in the preparation and consolidation of financial plan and other required reports for submission to ICTMS; 7. Assists in the preparation of budget proposals and justifications. 8. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Budget requests and reports 2. Financial plan 3. Financial reports



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<p>Position: Administrative Officer II (Human Resource Management Officer I)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 11 (Php 27,000.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Bachelor's Degree in Psychology, Human Resource Management/Development, Organizational Management/Development or related field</p> <p>Training: Four (4) hours of relevant training</p> <p>Experience: One (1) year of relevant experience in human resource that involves implementation of competency based human resource systems particularly in workforce management, specifically in learning and development.</p> <p>Eligibility: None Required</p>	<p>The Administrative Officer II shall perform the functions of a Human Resource Management Officer I who shall be responsible for assisting the RICTMS/U in workforce management and in conducting learning and development interventions for ICT end-users.</p>	<ol style="list-style-type: none"> 1. Draft Travel Orders/ Authority to Participate in ICT-related activities 2. Assist in the formulation of the centralized ICT competency framework/model in coordination with the ICTMS 3. Assist in the preparation of activity proposals, training manuals and in the conduct of activities for end-users and ICT workforce 4. Document ICT meetings 5. Maintain a database of ICT workforce and competency development needs 6. Coordinate with the ICTMS for identification of participants for ICT-related activities 7. Assist in monitoring performance of the ICT workforce at the Field Office; 8. Check and monitor submission of DTR, IPC/Rs, leaves 9. Prepare letters, memoranda and other communications; and 10. Perform other related human resource functions. 11. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Travel Orders 2. Competency Framework 3. Minutes of Meeting 4. Memoranda and correspondences 5. Activity proposals, training manuals and reports 6. Facilitated activities
<p>Position: Administrative Assistant II (Property Officer)</p> <p>Status of Employment: Cost of Service</p> <p>No of Staff Needed: 1</p> <p>Salary Grade: SG 8 (Php 19,744.00)</p> <p>Place of Assignment: Regional Information and Communication Technology Management Section (RICTMS)</p>	<p>Education: Completion of two-year studies in college or High School Graduate with relevant vocational/trade course</p> <p>Training: At least four (4) hours of relevant training</p> <p>Experience: At least one (1) year of relevant experience</p> <p>Eligibility: None Required</p>	<p>The ICT (Information and Communication Technology) Asset Officer maintains the organization's technology assets, both hardware and software.</p>	<ol style="list-style-type: none"> 1. Track and manage all ICT assets, including hardware, software, licenses, and peripherals. 2. Maintain an accurate inventory of all ICT assets and update records regularly. 3. Conduct regular audits to ensure compliance with policies and licensing agreements. 4. Create and maintain detailed records of all ICT assets, including specifications, warranties, and maintenance history. 5. Generate reports on asset status, usage, and performance as needed. 6. Enforce and ensure compliance with ICT asset management policies and procedures. 7. Perform other related task assigned by the immediate supervisor 	<ol style="list-style-type: none"> 1. Inventory of hardware and software assets 2. ICT Audit report