



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Regional Office No. 02**

## **ANNOUNCEMENT**

(June 3, 2020)

DILG Region 2 is in need of the following employees under **Contract of Service (COS)** to be stationed at the **Information Systems and Technology Management Unit (ISTMU)** under the **Office of the Regional Director (ORD)** of DILG Regional Office 02, Tuguegarao City, Cagayan:

### **One (1) Network Administrator (SG 14) – PhP 27,755.00**

#### **1. Education:**

- Graduate of Bachelor's degree in Computer Science, Information Technology, Computer Engineering, Electronics and Communications Engineering or other related course

#### **2. Training:**

- 160 hours of relevant training on Network Infrastructures

#### **3. Experience:**

- At least Two (2) year of experience in Network Engineering (Creation and Maintenance of Network Infrastructure).

#### **4. Qualifications:**

- Familiarity to the use of Office Productivity Software (Microsoft Office and Google Suite);
- Good verbal and written communication skills;
- Must have adequate knowledge in networking hardware such as CISCO, HP, Juniper, Dell and Allied Telesys and any of the firewall appliance/UTMs such as: Palo Alto, Fortigate, SonicWALL, Checkpoint, etc;
- Thorough understanding of the basics behind the internet and its working (DNS, Security, IP Routing, VPN, HTTP, Email, etc.)
- Must have technical working knowledge on the following:
  - VPN/IP SEC internet technologies and WAN Optimization both on IPv4 and IPv6;



Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Regional Office No. 02**

- Network applications and services such as Web portals, email, GSM and SMS gateways, VoIP, IP Multicast and Video Networks;
  - Network Management Systems (NMS)/Performance Management Technologies, tools and platforms such as: MRTG/SNMP, netflow, Syslog or (Proprietary systems like HP IMC or IRF, Ciscoworks, Spiceworks, Solarwinds etc.);
  - IP addressing and subnetting management; and
  - High Availability network, load balancing and fail over technique
- Must have technical knowledge on the maintenance of the following ICT equipment:
- Laptop and Desktop Computers
  - Printer
  - Network Peripherals
  - CCTV System
- Interpersonal skills
- Ability to cooperate with colleagues and different kind of audiences
  - Open minded
  - Output oriented
  - Ability to accept criticism
  - Ability to quickly adapt to new environment

**5. Tasks and Functions:**

- Perform administration of systems and servers related to WAN and LAN, VoIP, security and network equipment for the purpose of ensuring availability of services of authorized users;
- Design and create computer networks, network topology and network engineering (e.g. internet, intranet, VPN, FTP servers, etc.) for the purposes of ensuring effective and efficient computer operations;
- Perform installation and test server software on a variety of platforms (e.g. application software, operating system, hardware upgrades, etc.) for the purpose of maintaining DILG LAN/WAN and VoIP systems:



Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Regional Office No. 02**

- Maintain network operations and software applications (e.g. servers (file WEB, database, proxy, etc.) operating systems, server backup, routine maintenance programs, etc.) for the purpose of ensuing efficient operations;
- Participate in a variety of planning and development activities for the purpose of creating short and long range plans for the ongoing support to the department;
- Prepare written materials (e.g. procedures, system level documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information;
- Perform related duties as required especially on documentations perhaps on preparing written references and materials (e.g. procedures, system level documentation, reports, site surveys, operational documentation, etc.) for the purpose of information dissemination;
- Test, evaluate and propose new technologies;
- Troubleshoot system network problems, diagnosing and solving hardware and software faults;
- Provide support in the roll-out of new Information Systems downloaded by Central Office thru ISTMS; and
- Configure and install client/server network software for upgrading and maintaining network and telecommunication systems;
- Assist in the design of multi-server environments including IP address schemes, DNS, etc;
- Diagnosing ICT equipment faults and finding workarounds;
- Create backup and recovery plan for workstations and servers;
- Provide technical support to hardware and software issues encountered by the DILG R2 personnel; and
- Perform other related task as assigned under the supervision of the Regional Information Technology Officer (RITO).



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**Regional Office No. 02**

Interested applicants may submit/send the following to DILG Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City not later than **June 13, 2020** or email to **r2dilg@yahoo.com**:

1. Application Letter;
2. Duly accomplished and updated Personal Data Sheet (CSC No. 212 Revised 2017);
3. Certification of Employment from previous work;
4. Duly authenticated photocopy of Transcript of Records and Diploma;
5. Certificate of attended trainings; and
6. Other relevant certifications.

**SIGNED**

**LORNA M. DURWIN**  
Chief Administrative Officer

Noted

**SIGNED**

**JONATHAN PAUL M. LEUSEN, JR., CESO III**  
Regional Director