



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office No. 2

ANNOUNCEMENT

(January 2, 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)** of DILG Regional Office 02, Tuguegarao City, Cagayan:

One (1) ICT Support Staff – Php 15,000.00

1. Education:

- Graduate of any 4 year course

2. Qualification:

- Knowledge on productivity tools (Microsoft Office and Google Suite);
- Knowledge on Content Management Systems (CMS) – WordPress, Joomla; and
- Good verbal and written communication skills.

3. Tasks and Functions:

- Maintain ISTMU supplies;
- Coordinate with FAD re supplies and administrative requirements for ISTMU led activities;
- Take and distribute minutes of the meetings conducted by ISTMU;
- Maintain electronic and physical files;
- Organize and provide documents and reports;
- Maintain monthly schedule; and
- Plan, arrange and manage ISTMU meetings.

"Matino, Mahusay at Maaasahan"

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel NO.: 078.304.5378/304.1978; Fax No.: 078.304.9345
Email: r2dilg@yahoo.com; r2dilg@gmail.com; Website: www.region2.dilg.gov.ph
Facebook: DILG Rehiyon Dos; YouTube Channel; DILGR2



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One (1) ICT Technical Support Staff – Php 20,000.00

1. Education:

- Graduate of Bachelor's degree in 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 1 year of experience in Network Engineering (Creation and Maintenance of Network Infrastructure).

4. Qualifications:

- 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; and
- Must have technical working knowledge on the following:
 - VPN/IP SEC internet technologies and WAN Optimization both on IPv4 and IPv6;
 - 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, Syslogs 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 following ICT equipment:
 - Laptop and Desktop computers
 - Printer

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5. Tasks and Functions:

- Assist in the Administration of systems and servers related to LAN and WAN, VoIP, security and network equipment for the purpose of ensuring availability of services of authorized users;
- Assist in the 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;
- Assist in the installation and test servers software on a variety of platforms (e.g. application software, operating system, hardware upgrades, etc.) for the purpose of maintain DILG LAN/WAN and VoIP systems;
- 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; and
- 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 and 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
- Provided technical support to hardware and software issues encountered by DILG R2 personnel.

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Interested applicants may submit/send the following to DILG Regional Office 02, Regional Government Center, Carig Sur, Tuguegarao City **not later than January 13, 2020** or email to istmudilg@gmail.com / 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. Certification of attended trainings; and
6. Other relevant certifications.


LORNA M. DURWIN
Chief Administrative Officer

Noted:


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

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