



Office of the President
COMMISSION ON HIGHER EDUCATION
Regional Office III
Matulungin St., Diosdado Macapagal Government Center
Maimpis, City of San Fernando, Pampanga
Telefax: (045) 455-1662; Telephone Nos. (045) 436-1846/436-1847

RELEASED
JUL 16 2021
CHEDRO III

NOTICE OF VACANT CONTRACTUAL POSITION **MIS Unit**

INFORMATION TECHNOLOGY OFFICER (PTS III -SG-18)

NO. OF VACANCIES: ONE (1)

QUALIFICATION STANDARDS:

- Bachelor's degree relevant to the job,
- Proficient in Microsoft office Application
- Excellent written and oral communication skills
- Strong client orientation and excellent interpersonal skills
- At least one (1) year of relevant work experience
- Four (4) hours of relevant training

TERMS OF REFERENCE:

1. Assist in the administration of CHED-ICT resources in the regional level,
2. Ensure that the regional computer hardware and network infrastructure is properly maintained,
3. Engineer, install, maintain and troubleshoot the CHEDRO network including in the various hardware and software/system components,
4. Administer systems, applications and databases of all network-attached devices owned by the Commission,
5. Track and assess technology, feature selection, installation, configuration, security configuration, disaster recovery, review problem diagnosis and upgrades,
6. Develop and implement disaster control and recover plans of CHED's information system/databases,
7. Maintain and enhance CHED website including messaging facilities'
8. Facilitate vetting of the higher education data collected from HEIs,
9. Maintain repository of raw data collected from HEIs,
10. Generation and submission of consolidated regional databases and statistical bulletins to OPRKM-KMD,
11. Perform other functions as may be assigned.

INTERESTED APPLICANTS SHOULD SUBMIT THE FOLLOWING DOCUMENTS;

- Application Letter
- Duly accomplished Personal Data Sheet (CSC Form 212; Revised 2017)
- Certificate of Employment and Trainings attended
- Photocopy of Transcript of Records

TO: DR. MARIA TERESITA MACANAS SEMANA
Officer-In-Charge, Office of the Director IV
Commission on Higher Education
Regional Office III
DM Gov't Center, Maimpis, City of San Fernando, Pampanga
Email Address: chedro3@ched.gov.ph

DEADLINE OF SUBMISSION OF APPLICATIONS: 31 July 2021