Position Title	:	Computer Maintenance Technologist I
Place of Assignment	:	Network Infrastructure and Information Security Division
		PRC-Central Office
		P. Paredes, Nicanor Reyes St, Sampaloc, Manila

Qualifications

Education	:	Bachelor's degree relevant to the job
Experience	:	None required
Training	:	None required
Eligibility	:	None required

Job Description

1. Install, configure and maintain ICT hardware equipment and software application;
2. Provide hardware/software technical support and assistance to all end-users;
3. Manage, identify problems and perform maintenance to network, desktop, printers, and other network/computer equipment;
4. Monitor and maintain computer systems, networks, security updates and antivirus;
5. Assist in evaluation, inspection of hardware/software and other ICT resources;
6. Conduct inventory of all hardware/network equipment and software; and,
7. Perform other functions that may be assigned by the immediate supervisor.

Salary

Equivalent to Salary Grade 11 or Php28,512.00/month

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **25 September 2024** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO)
P. Paredes, Nicanor Reyes St, Sampaloc, Manila
prcrecruitmentapp@gmail.com