**NOTICE OF HIRING**

Position : **One (1) IT Technical Support**

Area of Assignment : **DENR PENRO Agusan del Norte,**

**Tiniwisan, Butuan City, Agusan del Norte**

Monthly Salary : **Up to** **Php 20,000.00**

Status : **Contractual**

Contract Period:  **January – June 2025**

**Scope of Work:**

* + - * Counterpart of the Regional Office in the PENRO level.
      * Conducts maintenance of ICT hardware and facilities in the PENRO such desktop and laptop computers, network infrastructure and CCTV system.
      * Conducts installation and configuration of new ICT hardware and software.
      * Troubleshoots of system and network related problems.
      * Conducts ICT inventory.
      * Troubleshooting of information systems deployed by Central Office or Regional Office.
      * Assists in the deployment of information system.
      * Prepares monthly, quarterly and annual report on ICT related targets and activities.
      * Performs other tasks and instructions from the immediate supervisor.

**Qualifications:**

* + - * Preferably graduate of any IT related course and has sufficient work experience based on the scope of work.
      * Has knowledge on computer operations, graphic design, computer programming, software and hardware troubleshooting.
      * Can work with minimal supervision and good decision making.
      * Flexibility to occasionally work outside of normal working hours for any additional office activities or instructions.

Interested applicants may submit the following documents address to the undersigned on or before **January 14, 2025**.

* + - * Letter of Application
      * Personal Data Sheet/Curriculum Vitae which include of:
        + Educational Background
        + Work Experience including certificates.
      * Other Academic Documents

Address your application to:

**JOSEPH LEO E. OCONER**

**OIC, PENR Officer**

You may email also your application at **penroagusandelnorte@denr.gov.ph.**

Recommending approval: Approved by:

**REYNALDO R. PLAZA JOSEPH LEO E. OCONER, RPF**

OIC Chief, MSD OIC, PENR Officer