

**REPUBLIC OF THE PHILIPPINES**

**City of San Juan**

METRO MANILA

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**Information and Communications Technology Office**

**PROJECT PROPOSAL**

**TITLE:**

**Activity Design for Hiring of Job Order Employees**

**RATIONALE:**

Every organization, regardless of size, depends on Information and Technology in some capacity. As a result, there is a need for skilled personnel who can provide support for troubleshooting, maintenance, installation, and repair of computer hardware, as well as diagnosing software issues.

In today's technology-dominated world, a Network Support Technician is in high demand. Networks serve as the foundation that interconnects everything, and the Network Support Technician solves all network issues to increase productivity and minimize downtime. The Network Support Technician's hard work is reflected in a network that operates without interruption.

GIS Technicians play a key role in managing geographic data, supporting the development of valuable insights through spatial analysis, and creating accurate and visually appealing maps. Their contributions are instrumental in decision-making processes across different industries, from urban planning and environmental management to disaster response and natural resource exploration.

Junior Computer Technicians’ main area of focus is to provide support in upgrading computer systems, removing viruses, ensuring network safety, installing new hardware, and collaborating with other information technology technicians.

A computer programmer is responsible for developing and enhancing computer programs and information systems, and also, conducting research on new information systems by using appropriate technology or systems to assist offices and departments in generating required data and information.

An IT administrative assistant, representing information technology services within an organization works as the first point of contact when there is a need for new technology or when something breaks down. Most of the work of an information technology administrative assistant is clerical and administrative– with a twist. They must be technically aware to assist personnel with their technological needs and do the standard front desk and administrative chores.

IT Assistants are involved in various tasks, including hardware and software installation, network support, data backup, and system maintenance. They help the Computer Technician and Junior Computer Technicians with the setup and maintenance of computer hardware, such as desktops, laptops, and printers, and assist in the installation and configuration of software applications.

A CCTV technician is an individual who is saddled with the responsibility of the installation and maintenance of closed-circuit television systems in an organization. He works with recording devices, monitors, video cameras, networking equipment, and other hardware gadgets to ensure that all systems are always functioning appropriately. CCTV technicians may also be called upon to troubleshoot problems using systems or their components.

Information Technology support is beneficial for the City Government of San Juan, as it helps our organization monitor and maintain networks and computer systems. The support also would help our organization to keep up with the standards and guidelines in providing proper support to maintain a quality public service.

**OBJECTIVE:**

This activity is designed to hire Job Order employees who will ensure and maintain network hardware, software, and administrative support and availability in the City Government of San Juan and all its projects.

Network Support Technician

* Specializes in Information Systems, Data Recovery, Network Management, or System Administration.
* Install and monitor network infrastructure.
* Specializes in Local Area Networks (LANs), Wide Area Networks (WANs), and Internet Service Provider (ISP) networks.
* Manage network hardware such as fiber optics, routers, switches, and wireless networks.

Geospatial Information System (GIS) Technician

* Collect, compile, and manage geographic data using various sources, such as GPS, aerial imagery, and satellite data.
* Organize and maintain GIS databases to ensure data accuracy and integrity.
* Utilize GIS software and tools to analyze, interpret, and visualize geospatial data.
* Create maps, charts, and other visual representations using GIS applications.
* Conduct spatial analysis to identify patterns, trends, and relationships within geospatial data.
* Assist in generating reports and presentations based on spatial analysis results.
* Document GIS workflows, processes, and procedures to facilitate knowledge sharing.
* Prepare technical documentation for GIS datasets and methodologies.

Computer Programmer

* Responsible for the development and enhancement of computer programs and information systems.
* Conduct research on new information systems by using appropriate technology or systems to assist offices/divisions in generating required data and information.
* Ensuring the integrity of data storage and backup systems.
* Anticipating problems and providing solutions whenever possible.

Junior Computer Technician

* Assists in building and configuring hardware and software updates.
* Assists in repairing computers and other peripheral devices.
* Maintaining hardware and software by conducting regular maintenance and updates.
* Assists in resolving incorrect settings.
* Assists in removing viruses or spyware, able to replace hardware or reinstall the entire operating system.

IT Administrative Assistant

* Provides administrative support to ensure efficient operation of the office.
* Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
* Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
* Supports the team by performing tasks related to the organization and with strong communication skills.

Four (4) IT Assistants

* Supports the Junior Computer Technician in configuring hardware and software-related concerns.
* Help the office with the installation and setup of computer hardware, such as desktops, laptops, printers, and other peripherals.
* Respond to user inquiries and technical requests promptly and professionally.
* Assist users with basic IT-related problems, including login issues, password resets, and software navigation.
* Assist in routine maintenance and updates of computer systems, including operating systems and software applications.

CCTV Maintenance Technician

* Installing, maintaining, repairing, and replacing security cameras, computer networks, and additional equipment used in surveillance systems.
* Monitoring the operation of security equipment for malfunctions or other difficulties.
* Recording events on camera and storing footage digitally for future reference.
* Maintaining logs of security incidents and ensuring they are reported to applicable personnel.
* Installing and conserving security equipment such as alarms or access control systems.

**DURATION:**

July 1, 2024 to December 31, 2024

**EXPECTED DUTIES/OUTPUT:**

* Hire Job Order employees to be assigned to the Information and Communications Technology Office (ICTO).

**BUDGETARY REQUIREMENTS:**

**Network Support Technician**

|  |  |
| --- | --- |
| ₱ 25,000.00/Month | ₱ 25,000.00 Monthly for 6 months |
| Total: | ₱ 150,000.00 |

**Geospatial Information System (GIS) Technician**

|  |  |
| --- | --- |
| ₱ 24,000.00/Month | ₱ 24,000.00 Monthly for 6 months |
| Total: | ₱ 144,000.00 |

**Computer Programmer**

|  |  |
| --- | --- |
| ₱ 22,000.00/Month | ₱ 22,000.00 Monthly for 6 months |
| Total: | ₱ 132,000.00 |

**Junior Computer Technician**

|  |  |
| --- | --- |
| ₱ 20,000.00/Month | ₱ 20,000.00 Monthly for 6 months |
| Total: | ₱ 120,000.00 |

**IT Administrative Assistant**

|  |  |
| --- | --- |
| ₱ 20,000.00/Month | ₱ 20,000.00 Monthly for 6 months |
| Total: | ₱ 120,000.00 |

**Four (4) IT Assistants**

|  |  |
| --- | --- |
| ₱ 18,000.00/Month | ₱ 18,000.00 Monthly for four (4) for 6 months |
| Total: | ₱ 432,000.00 |

**CCTV Maintenance Technician**

|  |  |
| --- | --- |
| ₱ 15,000.00/Month | ₱ 15,000.00 Monthly for 6 months |
| Total: | ₱ 90,000.00 |

**FUNDING SOURCE:**

ICTO – Other Professional Services ₱ 426,000.00

ICTO – Other General Services ₱ 762,000.00

Prepared by:

**NOE A. LANA**  
Officer-In-Charge, ICTO

Funds certified available:

**MA. AURA E. ROBLES** **LIZA S.J. TIOMICO**

City Planning and Development Officer City Budget Officer

**ATTY. LEDEBEE LEE T. ORGASAN** **ROSETTE F. LAQUIAN**

City Accountant City Treasurer

Recommending Approval:

**ATTY. DENNIS ALBERT S. PAMINTUAN**

City Administrator

Approved by:

**HON. FRANCISCO JAVIER M. ZAMORA**

City Mayor