

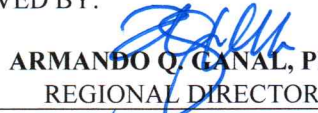



**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**Regional Office No. I**  
**FINANCE AND ADMINISTRATIVE SERVICES**  
**Human Resources Development**

**REQUISITION FOR EMPLOYEE**

<b>POSITION TITLE: <u>COMPUTER MAINTENANCE TECHNOLOGIST I</u></b> Division: <b>ORD</b> Section: _____ Lab./Shop/Unit/Group: <b>ITSM Unit – MITHI 2022 Fund</b> C.Y. <b>2022</b> Item No.: <b>N/A</b> Level: <b>11</b> Rate: <b>P30,527.00/mo.</b>	
<b>NATURE OF POSITION:</b> New: <input checked="" type="checkbox"/> _____ Replacement: _____ Person to be Replaced: _____	
<b>NATURE OF EMPLOYMENT:</b> Permanent: _____ Temporary: _____ Name of Project: _____ No. of Months Needed: <b>6</b> Contractual: <input checked="" type="checkbox"/> Name of Project: _____ No. of Months Needed: _____	
<b>EARLIEST STARTING DATE:</b> <b>25 July 2022</b>	<b>SEX:</b> Male _____ Female _____ Either <input checked="" type="checkbox"/>
<b>DUTIES AND RESPONSIBILITIES (State briefly):</b> 1. Conduct maintenance for IT equipment. a. Ensure that the correction or restoration of I.T. equipment experiencing breakdown is carried out efficiently; b. ensure that all I.T. equipment are uniquely identified, have planned maintenance program and properly functioning; c. check and maintain computer units and its peripherals; d. back-up data and important files; e. does installation, configuration and maintenance of Local Area Network(LAN) and internet connectivity; f. install softwares and other applications needed by staff; 2. Conduct Inventory of all ICT Resources (Hardware and Software)	
<b>JUSTIFICATION FOR HIRING EMPLOYEE:</b> Maintenance Officer for IT Equipment	
<b>EDUCATIONAL BACKGROUND:</b> ICT Related Course (Bachelor of Science in Computer Engineering, Computer Science, Information Technology, or equivalent)	
<b>EXPERIENCE/TRAINING:</b> • Knowledgeable on ICT Resources maintenance.	
<b>TEST TO BE ADMINISTERED:</b> Theoretical and Practical Exam	
<b>APPLICANTS TO BE REFERRED TO:</b>	
<b>REQUISITIONED BY:</b>  <b>MICHAEL JOHN C. MAQUILING</b> Science Research Specialist II	<b>ENDORSED BY:</b>  <b>RACQUEL M. ESPIRITU</b> ARD for Technical Operations
<b>APPROVED BY:</b>  <b>ARMANDO Q. CANAL, Ph.D, CESO III</b> REGIONAL DIRECTOR	<b>REMARKS</b>
Approved RFE received by:  <b>ATTY. JASMIN C. BAÑEZ</b> HRM Officer	REMARKS: (HRRMS) _____ RFE # _____