

**LIST OF PERMANENT AND CONTRACT OF SERVICE/JOB ORDER PERSONNEL  
PLANNING AND EVALUATION SERVICE - INFORMATION TECHNOLOGY DIVISION  
AS OF SEPTEMBER 30, 2017**

Name	Position	SG	Status of Employment				Actual Duties and Responsibilities
			P	CT	COS	JO	
Montalban, Donna-Ruth V.	Chief Science Research Specialist	24	✓				<ul style="list-style-type: none"> <li>Exercises overall supervision and control of program projects and activities of the Division;</li> <li>Develops and implements policies, rules and regulations governing technical tasks relating to the functions and tasks of the Division;</li> <li>Provides leadership within the Division, for cooperation and harmonious relationships with the lower echelon;</li> <li>Finalizes all annual plans, programs, projects or activities of the Division in pursuit of objectives and goals of the Department;</li> <li>Serves as interface between ITD Services and customer agencies; and</li> <li>Does related tasks that may be assigned.</li> </ul>
Roasa, Rogelio Jr. N.	Supervising Science Research Specialist	22	✓				<ul style="list-style-type: none"> <li>Leads Network Management Unit;</li> <li>Manages the development and implementation of infrastructure projects assigned;</li> <li>Conducts project studies, research and feasibility studies for future ITD project implementations; and</li> <li>Performs other related tasks as maybe assigned from time to time.</li> </ul>
Catorce, Edgardo Jr. P.	Senior Science Research Specialist	19	✓				<ul style="list-style-type: none"> <li>Leads the System Development and Maintenance Unit;</li> <li>Analyzes and designs computer system applications towards the efficient utilization of the computer efficient attainment of system requirements;</li> </ul>

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							<ul style="list-style-type: none"> <li>Establishes program specifications and assigns programming jobs to subordinates;</li> <li>Supervises system development and continuously evaluates system designs to ensure its effectiveness;</li> <li>Establishes work schedules and bases for job-cost accounting;</li> <li>Designs software/hardware-related training module for computer literacy;</li> <li>Monitors the provision of IT services and conduct computer-related research;</li> <li>Maintains DOST Website; and</li> <li>Performs other related tasks as may be assigned from time to time.</li> </ul>
Coronel, Maria Cristina P.	Science Research Specialist II	16	✓				<ul style="list-style-type: none"> <li>Analyzes, designs, programs, tests and maintains information system applications as assigned;</li> <li>Participates in special studies and work activities related to the development of computer-based information system;</li> <li>Assists in the operation and maintenance of computer systems and application; and</li> <li>Performs other related tasks as may be assigned from time to time.</li> <li>Maintains the following information systems:               <ul style="list-style-type: none"> <li>Procurement Management System</li> <li>Property Management System</li> <li>Supplies Inventory System</li> <li>R&amp;D Statistical Survey.</li> </ul> </li> <li>Currently developing integrated Property and Supplies Inventory System.</li> </ul>
Mandapat, Louie Carl R.	Science Research Specialist II	16	✓				<ul style="list-style-type: none"> <li>Designs, develops and implements information systems according to specifications;</li> <li>Works with various stakeholders to define new system requirements and to resolve problems with systems</li> </ul>

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						<ul style="list-style-type: none"> <li>necessary;</li> <li>Carries out support and maintenance of existing information systems;</li> <li>Conducts end-user training to operate new and existing information systems; and</li> <li>Performs other related functions that may be assigned from time to time.</li> <li>Maintains the following information systems: <ul style="list-style-type: none"> <li>○ CO Employees Portal</li> <li>○ Financial Monitoring System</li> <li>○ NSTW Online Registration System</li> <li>○ DOST Help Desk</li> <li>○ DOST Info System Collaborative Portal</li> </ul> </li> <li>Currently developing Executive Information System version 2. To develop FMS ver. 3 and HRMIS ver. 10</li> </ul>
Ramirez, Jennifer S.	Science Research Specialist II	16	✓			<ul style="list-style-type: none"> <li>Prepares test plans, test cases, test scripts, test specifications based on software requirements and design specifications;</li> <li>Executes test cases and documents testing results.</li> <li>Conducts user training on the developed information system of the division;</li> <li>Maintains DOST Website;</li> <li>Handles e-mail inquiries received through DOST Help Desk;</li> <li>Prepares reports and other documents as required; and</li> <li>Performs other related functions that may be assigned from time to time.</li> <li>Performs Network Administrator tasks such as routing switch, or other network device(s) installation configuration and maintenance;</li> <li>Performs technical support concerning I.T. infrastructure needs, especially network related problems;</li> <li>Analyze and/or resolve hardware and software problems</li> </ul>
Bautista, Mark Joseph A.	Science Research Specialist II	16	✓			

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						<ul style="list-style-type: none"> <li>related to network infrastructure and its related resources;</li> <li>Assists in the evaluation of and acquisition of software and hardware components of computers a communication systems for I.T. infrastructure and applications; and</li> <li>Performs other related tasks that may be assigned from time to time.</li> </ul>
Omaña, Remy Monica S.	Science Research Specialist II	16	✓			<ul style="list-style-type: none"> <li>Performs System Administration tasks such as Server installation, configuration and maintenance;</li> <li>Performs technical support concerning Servers and I infrastructure needs;</li> <li>Performs technical support in resolving Application systems in relation to network, desktop and helpdesk supervisors;</li> <li>Prepares system documentations; and</li> <li>Performs other technical tasks that may be assigned from time to time.</li> </ul>
Alcorin, Maychell M.	Computer Programmer III	18		✓		<ul style="list-style-type: none"> <li>Works with various stakeholders to define system requirements;</li> <li>Designs, develops and implements information systems according to specifications;</li> <li>Addresses issues/bugs encountered in existing systems</li> <li>Conducts end-user trainings to operate new and existing information systems; and</li> <li>Performs other technical tasks that may be assigned from time to time.</li> <li>Maintains the following information systems: <ul style="list-style-type: none"> <li>Electronic Records Management System</li> <li>Balik Scientist Profile Management System</li> <li>Records Management Section Kiosk</li> <li>Executive Information System</li> </ul> </li> <li>Currently developing Executive Information System v</li> </ul>

							2. To develop SPD Project Management System.
						<ul style="list-style-type: none"><li>• Works with various stakeholders to define system requirements;</li><li>• Designs, develops and implements information systems according to specifications;</li><li>• Addresses issues/bugs encountered in existing systems;</li><li>• Conducts end-user trainings to operate new and existing information systems; and</li><li>• Performs other technical tasks that may be assigned from time to time.</li><li>• Maintains the following information systems:<ul style="list-style-type: none"><li>○ Human Resource Management Information System</li><li>○ Human Resource Profile Monitoring System</li><li>○ Science Foundation Profile Management System</li></ul></li><li>• To develop Human Resource Management Information System ver. 10.</li></ul>	
Grefaldeo, Rose Anne L.	Computer Programmer III	18		✓		<ul style="list-style-type: none"><li>• Installs, maintains, troubleshoots and upgrades server hardware and software;</li><li>• Performs data backups and disaster recovery operation</li><li>• Controls and monitors e-mail use, web navigation and installed software;</li><li>• Performs shell scripting and other scripting tasks;</li><li>• Implements network management and security monitoring software and optimizes network server performance;</li><li>• Provides end-user training and support where required and</li><li>• Performs other technical tasks that may be assigned from time to time.</li></ul>	
Dimalanta, Jesus P.	Information Officer III	18		✓		<ul style="list-style-type: none"><li>• Assists in preparation of test plans, test cases, test scripts, test specifications based on software requirements and design specifications;</li><li>• Executes test cases and documents testing results;</li></ul>	
Arceño, Giselle B.	Information Officer II	15		✓			


						<ul style="list-style-type: none"> <li>• Works with Clients, Technical Lead, Developers and counterparts to clarify and/or demonstrates issues;</li> <li>• Re-tests issues fixed by developers;</li> <li>• Assists in users training; and</li> <li>• Performs other technical tasks that may be assign from time to time.</li> </ul>
Costales, Marcelino C.	Computer Operator IV	14				<ul style="list-style-type: none"> <li>• Responsible for the operation and administration of company's internal networks;</li> <li>• Configures user access to local area network (LAN) resources and troubleshoot network and desktop connectivity problems;</li> <li>• Establishes and implements LAN policies, procedures and standards;</li> <li>• Monitors LAN performance and security;</li> <li>• Acquires, installs, maintains and uses the organizational area network; and</li> <li>• Performs other duties as may be deemed necessary from time to time.</li> </ul>
Lesiguez, Jamel R.	Science Research Specialist I	13				<ul style="list-style-type: none"> <li>• Produces and maintains technical manuals and online help for all information systems;</li> <li>• Assists in software testing and users training;</li> <li>• Serves as ITD's Records Custodian; and</li> <li>• Performs other technical tasks that may be assign from time to time.</li> </ul>

Legend: P-Permanent, CT-Cotermminus, COS-Contract of Service Personnel, JO-Job Order Personnel

Prepared by:

  
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