



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XII**

"Matino, Mahusay at Maaasahan"  
Prime Regional Government Center, Carpenter Hill, Koronadal City, 9506  
Tel/Fax Nos.: (083)228-6660 • (083)228-1421 • Email: dilg\_ro12@yahoo.com • Website: region12.dilg.gov.ph  
ADMIN (083) 228-7960 • FINANCE (083) 228-7959 • LGMED (083) 877-2969 • LGCDD (083)877 2971

**ANNOUNCEMENT!!!**  
**FEBRUARY 14, 2018**

The Regional Personnel Selection and Promotion Board (RPSPB) is pleased to announce that the Information Systems and Technology Management Service (ISTMS) position (program based position) is now open:

**NETWORK ADMINISTRATOR (1) - REGIONAL OFFICE**

**MINIMUM REQUIREMENTS:**

**Education**

1. Bachelor's Degree in Information Technology/Computer Science or Engineering

**Skills and Qualifications**

1. Adequate knowledge in networking hardware such as CISCO, HP, Juniper, Dell and Allied Telesys and any of the firewall appliance/UTMs such as: Palo Alto, Fortigate, Sonicwall, Checkpoint, etc.
2. Technical working knowledge on the following:
  - a. VPN/IP SEC internet technologies and WAN Optimization both on IPv4 and IPv6
  - b. Network applications and services such as Web/portals, email, GSM and SMS gateways, VoIP, IP Multicast and Video networks
  - c. Network Management Systems (NMS)/Performance Management Technologies, tools and platforms such as MRTG/SNMP, netflow, Syslogs or (Proprietary systems like HP IMC or IRF, Ciscoworks, SpiceWorks, Solarwinds, etc.)
  - d. IP addressing and subnetting management
  - e. High Availability network, Load balancing and fail over technique

**Duties and Responsibilities**

1. Administer systems and servers related to LAN and WAN, VoIP, security and network equipment for the purpose of ensuring availability of services of authorized users.
2. Design and create computer networks, network topology and network engineering (e.g. internet, intranet, VPN, FTP Servers, etc.) for the purpose of ensuring effective and efficient computer operations.
3. Install and test servers software on a variety of platforms (e.g. application software, operating system, hardware upgrades, etc.) for the purpose of maintaining DILG LAN/WAN and VoIP Systems.

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*The DILG Region XII, imbued with integrity, competence and professionalism, and Living Up to a Peaceful, Accountable, and Dynamic working environment, commits to deliver quality services through oversight function, capacity development intervention, and incentives and rewards to local government units.*

*We uphold customer satisfaction and continual improvement of our Quality Management System's effectiveness, compliant to applicable laws, rules and regulations, and international standards, for a highly Developed, Orderly, Self-Reliant, Environment-friendly and Globally Competitive SOCCSKSARGEN. (LUPAD DOSE).*



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4. Maintain network operations and software applications (e.g. servers (file, WEB, database, proxy, etc.) operating systems, server backup, routine maintenance programs, etc.) for the purpose of ensuring efficient operations.
5. Manage assigned projects and program components (e.g. migration to new systems, scheduling installations, product search, etc.) for the purpose of delivering services in compliance with established guidelines and/or objects.
6. Participate in a variety of planning and development activities for the purpose of creating short and long range plans for the ongoing support to the department.
7. Prepare written materials (e.g. procedures, system level documentation, reports site surveys, operational documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
8. Troubleshoot malfunctions of network hardware and/or software applications within DILG's local and wide area networks, IP Telephony, and security systems (e.g. servers, router/switch, network protocols, etc.) for the purpose of resolving operational issues and restoring services.
9. Performs related duties as required especially on documentations perhaps on preparing written references and materials (e.g. procedures, system level documentation, reports, site surveys, operational documentation, etc.) for the purpose of information dissemination.


Interested applicants may submit their letter of intent or application letter, Personal Data Sheet and photocopy of Transcript of Records in the nearest field office to be processed and endorsed by the respective Provincial Personnel Selection and Promotion Board. In addition, a copy of the minutes and resolution from the PPSPB must be attached together with the documents of the endorsed applicants.

All applications to the above mentioned position must be submitted to this level on or before **February 24, 2018**.

For information and widest dissemination.

  
**LAILYN A. ORTIZ, CESE**  
 OIC Assistant Regional Director  
 Chairperson, RPPSPB

Noted by:

  
**REYNALDO M. BUNGUBUNG, CESO IV**  
 Regional Director

FAD: DTS:  
 PS  
 FIELD OFFICES  
 DIVISION CHIEFS/ CHIEF OF STAFF  
 DILG WEBSITE

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