



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
Brgy. Baras, Palo, Leyte : Tel No. (053) 832-4283/ (053) 323-7485
Website : <http://www.r8.denr.gov.ph> Email: penroleyte@yahoo.com

NOTICE OF HIRING

DENR PENRO LE
RELEASED
DATE: 5/8/23
BY: [Signature]

POSITION TITLE : **CONTRACTUAL IT TECHNICAL SUPPORT**
(counterpart Regional & PENRO ICT)
NO OF VACANCY : One per Office
WORK ASSIGNMENT : PENRO Leyte, CENRO Palo, CENRO Baybay & CENRO Ormoc

JOB QUALIFICATION STANDARDS

Education : Graduate of any IT related course
Eligibility : None Required
Training : With relevant trainings or with NC2 Certificate on Computer System Servicing
Preference : Male

DUTIES & RESPONSIBILITIES

1. Maintenance of ICT hardware and facilities in the CENRO such as desktops, laptops, network infrastructure and CCTV system;
2. Installation and configuration of new ICT hardware and software;
3. Troubleshooting of system and network related problems;
4. Conduct ICT inventory;
5. Troubleshooting of information systems deployed by Central Office or Regional Office;
6. Assist in the deployment of information systems.

Interested applicants should submit their applications to the DENR PENRO, Leyte at Government Center, Brgy. Baras Palo, Leyte not later than May 12, 2023. For more details please send queries thru email at penroleyte@yahoo.com / penroleyte@denr.gov.ph or call tel. 053-832-4283.

ALEJANDRO K. BAUTISTA

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